

**LOTT & COMPANY**  
PROFESSIONAL CORPORATION

<b>Business Expenses</b>			
<b>Client Name:</b> _____			
<b>Tax Year:</b> _____			
		January to December	
Expenses	Totals with Tax	HST	
Advertising			
Meals and entertainment			
Bad debts			
Insurance			N/A
Interest			N/A
Buisness taxes, licenses, dues and memberships			
Office expenses *			
Office stationery and supplies			
Professional fees (including legal & accounting fees)			
Management and administration fees			
Rent			
Repairs & maintenance			
Motor vehicle expenses **			
Salaries, wages, and benefits			N/A
Property taxes (not for home office)			N/A
Travel expenses			
Telephone and Utilities (not for home office)			
Fuel costs (for motor vehicles used 100% for business)			
Delivery, freight and express			
Private health plan premiums			N/A
Other expenses, please specify:			
<b>Total Expenses</b>	-		-

\* Please complete our Home Office Expense Schedule  
\*\* Please complete our Car Expense Worksheet

