

LOTT & COMPANY

PROFESSIONAL CORPORATION

Business Expenses		
Client Name: _____		
Tax Year: _____		
		January to December
Expenses	Totals with Tax	HST
Advertising		
Meals and entertainment		
Bad debts		
Insurance		N/A
Interest		N/A
Business 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:		
Total Expenses	-	-

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

CHARTERED PROFESSIONAL ACCOUNTANTS

500 Cochrane Drive Unit #5, Markham, ON L3R 8E2