



KGR BOOKKEEPING SERVICES

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Thunder Bay, ON P7C 4Z5
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<http://kgr-bookkeeping.vpweb.ca/>

Statement of Commission/Employment Activities

GENERAL INFORMATION

EMPLOYER NAME

GST/HST REBATE – *Employer GST/HST Registration # Required
if Claiming GST/HST Rebate on Expenses.
Not applicable to financial institution employers*

ARE YOU A SALARIED OR COMMISSION PAID EMPLOYEE?

COMMISSION/EMPLOYMENT RELATED EXPENSES

	\$ Excluding GST/HST	\$ GST/HST (rebate eligible)
**COMMISSION EMPLOYEES ONLY		
**Professional Fees (Accounting & Legal Fees)		
**Advertising & Promotion		
**Meals & Entertainment (i.e. staff/client meals, tickets to sporting & other events)		
Travelling Expenses:		
Food & Beverage		
Lodging		
Transportation		
Parking		
Supplies (i.e. postage, office, supplies, stationary, etc.)		
Telephone (includes cell phone basic plan, long distance on personal phones for business related calls & all costs related business dedicated lines)		
	Total	% of business usage
Internet access fee	Total	% of business usage
Assistant/Substitute Salaries, Wages & Benefits (company portion of CPP&EI)		
Office Rent		
**Licenses		
**Bonding Premiums		
**Equipment Leases		
**Training Expenses		
Other (i.e. **Business taxes/fees/dues/subscriptions, **Repair/Maintenance to business assets, etc.), details:		

OTHER EXPENSES

Automobile & Office-in-Home

*Please Complete [Automobile &
Office-in-Home Expenses](#) Form

Capital Asset Purchase over \$500 (i.e. tools, equipment, etc.)
& Eligible Capital Property (i.e. goodwill, trademarks, patents, etc.)

*Please Complete [Capital Asset &
Eligible Capital Property Schedule](#) Form

TRADESPERSON/APPRENTICE MECHANIC TOOLS EXPENSES

Apprentice Mechanic OR Tradesperson?	Purchase or Disposition	Tool Description	Price Excluding GST/HST	GST/HST
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EMPLOYED ARTIST EXPENSES

	\$ Excluding GST/HST	\$ GST/HST (rebate eligible)
Maintenance Costs		
Rental Fees		
Insurance Costs		
Misc Expenses, details:		

Transaction Date	Purchase or Disposition	Instrument Description	Price Excluding GST/HST	GST/HST
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FORESTRY WORKER EXPENSES

	\$ Excluding GST/HST	\$ GST/HST (rebate eligible)
Cost of Fuel		
Cost of Repairs (parts & labour)		
Insurance Premiums		
Snowmobile/ATV- Fuel		
Snowmobile/ATV- Repairs		
Snowmobile/ATV- Insurance Premiums		
Chainsaw/Bush Cutter- Loan Interest		
Chainsaw/Bush Cutter- Rental Expenses		
Misc. Expenses, details:		