

# T1 Professional Tax Preparation – Proprietorships

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## OF SPECIAL INTEREST TO:

- Tax preparers looking to expand their business
- Tax professionals for staff training
- Accountants and bookkeepers
- Financial advisory firms

- Expand your career to cater to small unincorporated businesses
- Learn to prepare all types of proprietorship and partnership tax returns
- Achieve consistently accurate results, including up-to-date tax law changes

## Study On Your Terms and Time in Our World-Class Virtual Campus

- Individualized study plans, instructor support
- 24/7 access to online lessons, quizzes
- Valuable e-journals, software, calculators
- Testing, accreditation and certification
- Easy pay plan customized to fit your budget
- Risk-free enrolment

## How to Enrol in Your Self-Study Course Today

1. Enrol online at [www.knowledgebureau.com](http://www.knowledgebureau.com)
2. Scan and email the completed registration form to our Registrar at [registrar@knowledgebureau.com](mailto:registrar@knowledgebureau.com)
3. Call our Registrar toll-free at 1-866-953-4769
4. Fax your registration form to 1-204-953-4762

**Free educational consultation available**

## TI PROFESSIONAL TAX PREPARATION – PROPRIETORSHIPS

Unincorporated small business returns are increasingly in demand as an aging demographic moves from full-time employment to self-employment as a way to leverage time and money.

### CONTENT DESCRIPTION & KEY CONCEPTS

This course is designed to teach professional advisors tax preparation for proprietorships, using CRA's prescribed forms: *Statement of Business or Professional Activities*, Capital Cost Allowance statements, worksheets for reporting home office, automobiles, other assets, inventory control, and cost of goods sold. Students may use their own tax preparation software to complete the course. For those without tax preparation software, student versions of Intuit's ProFile Software Suite, Dr Tax's DT Max, and TaxCycles Suite are provided with the course

### CERTIFIED SKILLSETS YOU WILL LEARN

Students will learn specifically how to complete the income statement for the self-employed, partnerships, farmers, fishermen and professionals, using the most recent tax laws and budget proposals so that taxpayers arrange affairs within the framework of the law to pay the least taxes possible. Students will also learn how to prepare and file the GST Return and the T4 Summary Return and slips.

Case studies, featuring a variety of unincorporated business enterprises, enable a thorough understanding of the tax preparation and planning options available to the unincorporated small business owner including income splitting with family members and the building of both revenues and equity for future tax advantages.

### COURSE COMPONENTS

**MULTI MEDIA INTRODUCTION** – Your virtual instructor overviews key concepts in each chapter.

**KNOWLEDGE JOURNAL TEXTBOOK** – A full course manual containing detailed study materials, chapter by chapter.

**EVERGREEN EXPLANATORY NOTES** – A comprehensive reference library.

**PRACTICE MANAGEMENT THESIS** – Your formal case study online: a great review before your final exam.

**TESTING** – Chapters end with multiple-choice quizzes and true-to-life cases. A comprehensive final exam is written at the end of your studies.

**ACCREDITATION** – Earn 30 CE/CPD credits per course.

### STEP 1: STUDENT IDENTIFICATION

Name	Returning Student ID #
<hr/>	
Company	
<hr/>	
Address	
<hr/>	
City	Province
<hr/>	
Postal Code	Email
<hr/>	
Phone with Area Code	Fax
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Referred By	Current Designations/Licensing

### STEP 2: TUITION FEES

- Single Course Tuition Fee** **\$795**
- Electronic Textbooks** **No Extra Charge**
- Hard Copy Textbooks and Delivery** **\$ 95**
- OR**
- Choose Certified Skills Diploma or Designation Program and save**

See [www.knowledgebureau.com](http://www.knowledgebureau.com) for tuition funding options and details on qualifying for tax credits.

### TABLE OF CONTENTS

- 1 Taxation of Income from a Proprietorship
- 2 Reporting Requirements: GST/HST
- 3 Claiming Business Expenses
- 4 Transactions Involving Business Assets
- 5 Home-based Businesses
- 6 Hiring Human Resources
- 7 Inventory-Based Businesses
- 8 Disposing of and Replacing a Business
- 9 Farming and Fishing Enterprises
- 10 Professionals and Partnerships

Study Time: 30 hours

### STEP 3: PAYMENT PLANS

- Full Payment Plan** (Branch Office study groups save 10%):  
Number of Courses: \_\_\_\_\_ A x fee from Step 2 = B below
- |                                     |            |
|-------------------------------------|------------|
| <b>TOTAL TUITION FEES:</b>          | \$ _____ B |
| Hard Copy and Delivery (see step 2) | \$ _____ C |
| <b>SUBTOTAL (B + C)</b>             | \$ _____ D |
| GST/HST (885004713RT001)            | \$ _____ E |
| <b>TOTAL DUE (D + E)</b>            | \$ _____ F |
- EZ-Pay Instalment Plan:** Call 1-866-953-4769 for details.

### STEP 4: PAYMENT METHODS

- CREDIT CARD:**  Visa  MC  Amex Expiry Date \_\_\_ / \_\_\_
- Card Number \_\_\_\_\_
- Name on Card \_\_\_\_\_
- Signature \_\_\_\_\_

### STEP 5: REGISTRATION OPTIONS

**Phone:** 1-866-953-4769 **Fax:** 1-204-953-4762  
**Online:** [www.knowledgebureau.com](http://www.knowledgebureau.com)  
**Email:** [registrar@knowledgebureau.com](mailto:registrar@knowledgebureau.com)

- Unless box is checked, I provide consent for you to store my contact information and inform me of my progress and future educational opportunities.