

RENT INVOICE

This form should only be completed by the owner of corporation to charge their company for rent of space such as home office/storage in a personal dwelling (home/apartment) not owned by the company. Not to be used if your company is a sole proprietorship.

From: _____ (Your name)

To: _____ (Your company name)

Invoice Date: _____ (last day of period being invoiced for)

Invoice Period: _____ to _____ (Usually by month)

Total Amount Being Invoiced: \$ _____ (See note 1 below)

Note 1: An individual (business owner) cannot charge their corporation HST if they are not personally an HST registrant with the CRA. Do not include HST in this amount. If you are in doubt about this rule, contact A-1 Bookkeeping Services Inc for clarification.

