

Name	Member I.D.
Name of Business	Review for the month ending _____, 20____

Instructions

For eligibility purposes, your local Ontario Works or Ontario Disability Support Program office needs an itemized list of all equipment, tools, furniture, computers, vehicles, inventory used in your business. This requirement is to allow you additional exemptions, for those items considered business assets and tools of your trade.

Tools of the Trade: items essential to your employment (tools required to perform your trade)

Business Assets: items used in the operation of your business, e.g. inventory, stock and raw materials

Item	Use in the Business	Fair Market Value (\$)	T/A (Tool/Asset)

Valuation of Business Assets

Business Assets*	Fair Market Value (\$)	Minus Outstanding Loans (\$)	Net Value of Assets (\$)
cash, petty cash, bank balance (business only)			
accounts receivable			
prepaid expenses			
inventory			
equipment/machinery			
office furniture, fixtures			
property (land and building)			
vehicles (year/make/model):			
other assets (lists):			
Net Business Assets			

* Tools of the Trade are not included as business assets.

I declare the information given here to be accurate and complete.

Signature of recipient/participant	Date (yyyy/mm/dd)
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- Note:**
1. Fair Market Value means the highest dollar value that the business item/asset can be sold for in an open market between a willing buyer and a willing seller who are dealing at arm's length (independently) with one another.
 2. Any outstanding loans are deducted from the fair market value of the assets to determine the net value of the assets to the business.

Notice with Respect to the Collection of Personal Information
(Freedom of Information and Protection of Privacy Act)
(Municipal Freedom of Information and Protection of Privacy Act)

This information is collected under the legal authority of the *Ontario Disability Support Program Act, 1997*, sections 5, 10, 45 & 46 or the *Ontario Works Act, 1997*, sections 7, 8, 15, 57 & 58 for the purpose of administering Government of Ontario social assistance programs. For more information contact _____ at _____

in your local Ontario Works or Ontario Disability Support Program office.