

Self Employment Information



Name: _____

Tax Year: _____

Business Name: _____

Business Address: _____

Website Address: _____

Registered for GST? Yes No GST# _____

Do you want us to complete a GST Return? Yes No
If yes, please provide us with the GST filing access code

Ownership % _____

Full Name Co Owners: _____

Capital Improvements, Renovations, and Purchase of Equipment/ Appliance:

Description	Before GST	GST	Including GST
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>

* While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency (CRA) may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) should include the date, Vendor name, and amount paid.
 CRA also requires that automobile expense claims be supported by a mileage log.

Self Employment Income Statement

Revenue

	Before GST\$	GST\$	Including GST \$
Sales Revenue			
Other: _____			
Total Revenue	(A)		

Cost of Sales

Opening Inventory			
Purchases During the Year			
Less: Closing Inventory at End Of the Year			
Direct Subcontractors			
Direct Wages			
Materials and Supplies			
Other: _____			
Total Cost of Sales	(B)		

Expenses

Advertising			
Bad Debt			
Insurance			
Interest and Bank Charges			
Legal, Accounting, Professional Fees			
Licences and Dues			
Management and Administrative Fees			
Meals and Entertainment			
Office Expenses			
Property Tax			
Rent			
Repairs and Maintenance			
Salaries, Wages, and Benefits			
Supplies			
Telephone, Fax and Internet			
Travel			
Utilities			
Vehicle Expenses :			
Vehicle Insurance			
Vehicle Gas			
Vehicle Repairs and Maintenance			
Vehicle Parking]			
Other: _____			
Subtotal Expenses			
Plus: Business Use of Home			
Total Expenses	(C)		
Net Self Employment Income A-B-C			