



Self-Employment Income Worksheet

If you were self-employed at any time during the year, please provide us with the following information to assist in preparing your returns:

Business Name: _____

Address of business: _____
(if different from home address) _____

Information of co-owners:

| | Name | SIN | % Share |
|----|-------|-------|---------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

Are you registered for GST Y N Business Number _____

Do you require us to prepare your GST return Y N Reporting method used: Quick Regular

Main goods/service provided _____

Date business commenced/ceased (if during the year)

| <u>INCOME</u> | Including GST | GST Collected |
|--------------------------------|----------------------|----------------------|
| Sales, commission, fees | \$ _____ | \$ _____ |
| Work in progress, other income | _____ | _____ |

| <u>COST OF GOODS SOLD</u> | Including GST | GST Paid |
|----------------------------------|----------------------|-----------------|
| Opening inventory | \$ _____ | \$ _____ |
| Purchases during the year | _____ | _____ |
| Subcontracts | _____ | _____ |
| Direct wages | _____ | _____ |
| Other costs | _____ | _____ |
| Less: closing inventory | _____ | _____ |

(if applicable)

| <u>EXPENSES</u> | Including GST | GST Paid |
|--|----------------------|-----------------|
| Advertising and promotion | \$ _____ | \$ _____ |
| Meals and entertainment @ 100% (See below) | _____ | _____ |
| Bad debts | _____ | _____ |
| Insurance | _____ | N/A |
| Interest and bank charges | _____ | N/A |
| Licenses, dues, memberships | _____ | _____ |
| Office expenses | _____ | _____ |
| Supplies (See below) | _____ | _____ |
| Legal, accounting, professional fees | _____ | _____ |
| Management fees | _____ | _____ |
| Rent | _____ | _____ |
| Repairs and maintenance | _____ | _____ |
| Salaries, wages and benefits | _____ | N/A |
| Property taxes | _____ | N/A |
| Travel | _____ | _____ |
| Telephone and utilities | _____ | _____ |
| Vehicle expenses (see vehicle worksheet) | _____ | _____ |
| Other (<i>specify</i>) | _____ | _____ |
| _____ | _____ | _____ |
| Capital asset additions and/or disposals (<i>specify</i>): | | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Home office expenses - see home office worksheet

Reminders:

Only meals relating to business can be deducted. These would include food and beverage while away working, meals if meeting someone to discuss business matters (in which case the name of the person met and the purpose of the meeting should be documented on the back of the receipt) and meals while traveling for business. Meals are only 50% deductible for tax and only 50% of the GST paid can be claimed as an ITC.

Safety clothing (safety classes, fire retardant coveralls, etc.) are deductible. For other items such as gloves, boots, etc., CRA may deem there to be a personal element and restrict the deduction. There is no deduction for anything that would also be used for everyday wear (jeans, shirts, etc.).