Self Employment Checklist

Self-employment income and expenses:	
Province of self-employment	
Start date of business	
Please indicate if you employ an apprentice in this business Yes 🗌 No 🗌	
Revenue Please provide us with your total sales or other income for the year (<i>Including GST if Quick Method used for GST return filing</i>)	\$
Inventory / Purchases (including GST if Quick Method used for GST return filing) Inventory count at the year-end Total purchases during the year	\$ \$
Expenses (including GST if Quick Method used for GST return filing) Please provide us with the following amounts: Advertising and Promotion expenses Meals & entertainment expenditures Insurance Interest Tax preparation (last year) Licenses, dues & subscriptions Office (business cards, faxes, paper, envelopes, etc.) Supplies Wages paid Travel (airfare, hotels, transportation) Telephone (cellular, long distance, etc.) Postage / Freight Capital assets, acquisitions and dispositions over \$1000 (computers, furniture, etc.) Other bank charges Private Health Services Plan Other Specify: Other Specify:	\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$

Automobile Expenses

Note: If more than one vehicle is used for business purposes, provide a separate listing of expenses.

Cost of vehicle, if purchased in the year (attach invoice)	\$
Proceeds received on disposal of old vehicle, if applicable	\$
Gas and oil	\$
Repairs and maintenance	\$
Insurance	\$
License	\$
Total kilometers driven for the year	
Business kilometers driven for the year	
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Office-in-the-home-expenses Measurements Square footage of entire house	sq. ft.
Square footage of room used for office	sq. ft.
Expenses Utilities (heat, water, electricity)	
Insurance Maintenance	
Mortgage interest	
Property tax	
Other Specify:	
Other Specify:	

