

Worksheet for Self Employed

YEAR _____

Name: _____

Operating As: _____

Are you a HST registrant? Yes No If yes provide Registration # _____

	<u>Gross</u>	<u>HST</u>	<u>Net</u> (Gross Less HST)
<u>Business Income</u>	\$ _____	\$ _____	\$ _____
<u>Expenses</u>			
Cost of Sales – Purchases	\$ _____	\$ _____	\$ _____
Subcontractors	\$ _____	\$ _____	\$ _____
Advertising	\$ _____	\$ _____	\$ _____
Meals & Entertainment	\$ _____	\$ _____	\$ _____
Business Insurance	\$ _____		
Interest	\$ _____		
Bank Charges	\$ _____		
Licences, dues/memberships	\$ _____	\$ _____	\$ _____
Office Expenses	\$ _____	\$ _____	\$ _____
Supplies –Small Tools	\$ _____	\$ _____	\$ _____
Legal & Accounting	\$ _____	\$ _____	\$ _____
Rent	\$ _____	\$ _____	\$ _____
Maintenance & Repairs	\$ _____	\$ _____	\$ _____
Salaries & Benefits	\$ _____		
Property Taxes (business)	\$ _____		
Travel (other than auto)	\$ _____	\$ _____	\$ _____
Fuel Costs (other than auto)	\$ _____	\$ _____	\$ _____
Telephone & Utilities	\$ _____	\$ _____	\$ _____
Delivery, Freight & Express	\$ _____	\$ _____	\$ _____
Other: Please Specify:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Equipment Purchases >\$500. (Please provide documentation)	\$ _____	\$ _____	\$ _____

Automobile Expenses

Gross

HST

Net
(Gross Less HST)

Number of Kilometres driven in taxation year _____

Number of Kilometres driven for business purposes _____

Gas & Oil	\$ _____	\$ _____	\$ _____
Interest	\$ _____		
Lease payments	\$ _____	\$ _____	\$ _____
Repairs & Maintenance	\$ _____	\$ _____	\$ _____
Auto Insurance	\$ _____		
Parking Fees	\$ _____	\$ _____	\$ _____

Did you purchase or lease a new vehicle Yes No If yes please provide documentation.

Home Office

Gross

Percentage of home office to total home _____ %

Hydro	\$ _____
Heat	\$ _____
Home Insurance	\$ _____
Repairs & Maintenance	\$ _____
Mortgage Interest	\$ _____
Property Taxes	\$ _____

Other Information

Please note Revenue Canada does not accept as official receipts the following:
Debit Card or Charge card receipts