

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