



SELF-EMPLOYED INDIVIDUALS / BUSINESS INCOME & EXPENSES:

Name of business:
Description of business:
Address:

Are you registered to charge GST? Yes No If yes, what is your GST#? If you answered YES to any of the above, is GST included in the amounts below? Yes No

Table with 2 columns: REVENUE, AMOUNT. Rows: Revenue, Commissions.

Table with 2 columns: EXPENSES, AMOUNT. Rows: Purchases, Advertising, Meals and entertainment, Bad debts, Insurance, Interest, Business tax, fees, licences, dues, memberships, Office expenses, Supplies, Legal, accounting, and other professional fees, Management and administration fees, Rent, Maintenance and repairs, Salaries and wages (other than self), Property taxes (excluding home office), Travel, Utilities (excluding home office), Telephone (land line, cell, fax), Delivery, freight, and express, Other, Other.

AUTO EXPENSES (TABLE NO. 5) (Original Receipts not required. Please keep receipts for 7 years)

Bought or sold a new vehicle last year? Started to use your vehicle for business during the year? Fuel, Insurance, Interest, Leasing Cost, Maintenance/Repairs, Other () Kilometers Needed: Business Use, Total Use.



HOME OFFICE EXPENSES (TABLE NO. 6) (Original Receipts not required. Please keep receipts for 7 years)				
Gas	\$	Rent	\$	Square Footage Needed: Business Use: _____ft ² Total House: _____ft ²
Electricity	\$	Insurance	\$	
Water/Sewer	\$	Property Taxes	\$	
Maintenance	\$	Other ()	\$	
Mortgage Interest	\$	Other ()	\$	

CAPITAL ASSETS PURCHASED DURING THE YEAR:

	AMOUNT	AMOUNT
Equipment	\$	\$
Furniture and fixtures	\$	\$
Computers – hardware	\$	\$
Computers – software	\$	\$
Other:	\$	\$