

Self-Employment Activities - Worksheet

Please include the following information in order to prepare your tax return:

- Summary and/or receipts of income and operating expenses for the year (summarize GST if registered to collect and remit GST)
- Capital asset additions or dispositions during the year (please provide purchase/sale documents)
- Vehicle expenses if used for business purposes (use appropriate worksheet)
- Home office expenses if used primarily for business purposes (use appropriate worksheet)

Use the following information to summarize your self-employment income and expenses:

General information

Business name _____

Address of business (if different from home address) _____

Partner(s)/proprietors(s):

<u>Name</u>	<u>SIN</u>	<u>Percentage share of net</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fiscal year end (if not December 31) _____

Are you registered for GST? Yes No Business number _____

Do you require us to prepare your GST return? Yes No Reporting method? Quick Regular

Describe main business activity: _____

How many Internet webpages and websites does your business earn income from? _____

Provide the main webpage or site address(es): _____

Percentage of gross income generated from webpages and websites _____

Date business commenced/ceased (if during year) _____

<u>Income</u>	<u>Total amount</u>	<u>GST Collected (included in Total)</u>
Gross sales, commissions, professional fees	_____	_____
Work in progress, other income	_____	_____
Total income	_____	_____

<u>Cost of goods sold</u>	<u>Total amount</u>	<u>GST Paid (included in Total)</u>
Opening inventory (raw materials, goods in process, finished goods)	_____	_____
Purchases during the year (net of returns, allowances and discounts)	_____	_____
Direct wage costs	_____	_____
Subcontracts	_____	_____
Other costs	_____	_____
Less: closing inventory (raw materias, goods in process, finished goods)	_____	_____
Total cost of goods sold	_____	_____
<u>Expenses</u>		
Advertising and promotion	_____	_____
Meals and entertainment	_____	_____
Bad debts	_____	_____
Insurance	_____	_____
Interest and bank charges	_____	_____
Business tax, fees, licences, dues, memberships, subscriptions	_____	_____
Office expenses	_____	_____
Supplies	_____	_____
Legal, accounting, other professional fees	_____	_____
Management and administration fees	_____	_____
Rent	_____	_____
Maintenance and repairs	_____	_____
Salaries, wages and benefits (including employer's contributions)	_____	_____
Property taxes	_____	_____
Travel (transportation fees, accommodations)	_____	_____
Telephone and utilities	_____	_____
Vehicle expenses (use vehicle expense worksheet)	_____	_____
Other expenses (specify)	_____	_____
Total expenses	_____	_____
Net Self-Employment Income	_____	_____

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Note: Other deductions available for home office expenses (see home office worksheet) and capital asset additions and/or disposals. Please specify:

<u>Description</u>	<u>Total amount</u>	<u>GST Paid (included in Total)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____