

**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              | _____               | _____                                    |
| <b>Total income</b>                         | _____               | _____                                    |

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| <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) | _____               | _____                               |
| <b>Total cost of goods sold</b>  | _____               | _____                               |
| <b><u>Expenses</u></b>   |                     |                                     |
| 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)   | _____               | _____                               |
| <b>Total expenses</b>  | _____               | _____                               |
| <b>Net Self-Employment Income</b>  | _____               | _____                               |

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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> |
|--------------------|---------------------|-------------------------------------|
| _____              | _____               | _____                               |
| _____              | _____               | _____                               |
| _____              | _____               | _____                               |
| _____              | _____               | _____                               |
| _____              | _____               | _____                               |
| _____              | _____               | _____                               |
| _____              | _____               | _____                               |
| _____              | _____               | _____                               |