

## SELF EMPLOYMENT INCOME WORKSHEET

### Guidelines and Instructions:

If you were self-employed at any time during the year, we require the following information to assist in preparing your returns:

- Business Name
- Address (if different than home address)
- Fiscal year-end (if different than calendar year)
- Name and SIN of partner(s), if any, and their % of the net income
- Main goods/services provided · Date business commenced or ceased (if during the tax year)
- If registered for GST/HST:
  - Provide GST/HST registration number
  - Indicate if GST/HST return has been filed or if you wish our office do so on your behalf
  - Indicate the GST reporting method used (quick/regular)
- Summary and/or receipts of income and operating expenses for the year (NOTE- if registered for GST/HST, amounts on your summary include or exclude GST/HST)
- Details of any capital asset additions or dispositions during the year
- Details of vehicle expenses if you use it for business purposes
- Details of home office expenses if you use it primarily for business purposes

Vehicle and home office expense worksheets are available on our website.

The following can be used to assist you in summarizing your self-employment information, income and expenses:

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Industry: \_\_\_\_\_  
 Main Product or Service: \_\_\_\_\_  
 Website Address: \_\_\_\_\_  
 Revenue Earned from Internet Website: \_\_\_\_\_

Registered for GST?  Yes  No GST Number: \_\_\_\_\_ RT \_\_\_\_\_

Do you want us to complete the GST return?  Yes  No

### Details of Other Owners/Partners

Name: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_

### Capital Improvements Renovations Purchase of Equipment/Appliances

Description	Before GST	GST	Including GST

	Before GST	GST	Including GST
<b>Revenue:</b>			
Sales revenue	_____	_____	_____
Other: _____	_____	_____	_____
<b>Total revenue</b>	<b>A</b>	_____	_____
<b>Cost of sales:</b>			
Opening inventory	_____	_____	_____
Purchases during the year	_____	_____	_____
Less: closing inventory at end of year	_____	_____	_____
Materials and supplies	_____	_____	_____
Direct wages	_____	_____	_____
Direct subcontracts	_____	_____	_____
Other: _____	_____	_____	_____
<b>Total cost of sales</b>	<b>B</b>	_____	_____
<b>Expenses:</b>			
Advertising and promotion	_____	_____	_____
Meals and entertainment	_____	_____	_____
Bad debts	_____	_____	_____
Insurance	_____	_____	_____
Interest and bank charges	_____	_____	_____
Licenses and dues	_____	_____	_____
Office	_____	_____	_____
Supplies	_____	_____	_____
Legal, accounting and other prof. fees	_____	_____	_____
Management and administration fees	_____	_____	_____
Rent	_____	_____	_____
Maintenance and repairs	_____	_____	_____
Salaries, Wages and Benefits	_____	_____	_____
Property taxes	_____	_____	_____
Travel	_____	_____	_____
Telephone	_____	_____	_____
Utilities	_____	_____	_____
Vehicle (use vehicle expense worksheet)	_____	_____	_____
Other: _____	_____	_____	_____
<b>Subtotal expenses</b>	_____	_____	_____
Business use of home (see worksheet)	_____	_____	_____
<b>Total expenses</b>	<b>C</b>	_____	_____
<b>Net income</b>	<b>A - B - C</b>	_____	_____