

SELF EMPLOYED /UNINCORPORATED BUSINESS.

Statement of income and expenses

Income

Sales, commissions, or fees

GST/PST/HST collected on sales

Other income

Are you using the GST Quick Method (Y/N)? _____

Expenses

GST /PST/HST included

YES NO

Cost of goods sold

Advertising

Bad debts

Business tax

Licenses, dues, memberships

Delivery, freight, courier

Business insurance

Interest

Maintenance and repairs

Management and admin. fees

Meals and entertainment (total)

Office expenses

Supplies

Legal, accounting and other professional fees

Rent

Salaries, wages, and benefits

Supplemental health insurance premiums

Travel

Telephone **

Internet and network services

Other (provide details)

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AUTOMOBILE EXPENSES: (provide total expense (do not prorate) for each vehicle used for business purposes during the year)

	Vehicle 1	Vehicle 2
Make of vehicle	_____	_____
Date of acquisition	_____	_____
Date of disposition (if in the year)	_____	_____
Cost before GST and PST *	_____	_____
GST and PST	_____	_____
Km driven for business	_____	_____
Km driven in year (total)	_____	_____
Total expenses incurred		
Monthly lease cost	_____	_____
Fuel and oil	_____	_____
Maintenance and repairs	_____	_____
Insurance	_____	_____
License and registration	_____	_____
Interest	_____	_____
Auto club (CAA)	_____	_____
Car washes	_____	_____
Parking	_____	_____
Other (provide details)	_____	_____

* Please provide purchase agreement or lease term sheet as applicable.

WORK SPACE IN THE HOME: (provide total expense – do not prorate)

NOTE: restrictions apply and vary depending on whether you are self-employed or a commissioned salesperson.

Office area (Square footage/rooms.)	_____
Total area (Square footage/rooms)	_____
Mortgage interest	_____
Property taxes	_____
Insurance	_____
Rent	_____
Heat	_____
Electricity	_____
Water	_____
Repairs and maintenance	_____
Security	_____
Landscaping/snow removal	_____
Other (provide details)	_____