

SELF EMPLOYMENT: OPERATING REVENUE/EXPENSES & BUSINESS USE OF HOME

Name: _____
 Business No: _____
 Main Product/Service or Industry: _____
 Company Website(s): _____

GST/HST Method : (circle one) Year: _____
 QUICK | REGULAR | N/A
 Access Code : _____
 PLEASE SEND A COPY
 OF YOUR FILED OR
 BLANK GST/HST

REVENUE

Gross business income: commissions or fees (incl. HST)
 GST/HST if included in amount above
 Gross Professional income (incl. HST & WIP)
 GST/HST included in amount above
 Work in progress (WIP) included in the amount above
 Other income (including CEBA loan, CERS and CEWS)
 % of income generated from the internet %
 # of websites you earn income from

COST OF GOODS SOLD

Opening Inventory
 Purchases during the year
 Direct wages
 Subcontracting fees
 Other costs
 Closing inventory (include raw materials, WIP, finished goods)

OPERATING EXPENSES

PLEASE RECORD ALL EXPENSES INCLUSIVE OF GST/HST

Advertising
 Meals & entertainment
 Bad debts
 Insurance
 Interest and bank charges
 Business taxes, licences, and memberships
 Office expenses
 Office stationary & supplies
 Professional fees (legal & accounting)
 Management & admin fees
 Rent (office)
 Repairs and maintenance (office)
 Salaries, wages & benefits (incl. employer contributions)
 Commissions paid, allowances, bonuses, etc.
 Property taxes (office)
 Travel (includes public transportation & hotel)
 *see auto sheet for business related auto expenses
 Convention fees
 Utilities: Light, heat, water (office)
 Telephone or annual cell phone
 Annual internet (specify % business use) _____%
 Fuel costs (except for motor vehicles)
 Delivery, freight & express
 Other expenses (please specify)
 Private health services plan premiums

BUSINESS USE OF HOME

Total house area (sq ft)
 Area for business use only (sq ft)
 Heat
 Electricity
 Insurance
 Maintenance
 Mortgage interest
 Property taxes (home)
 Water
 Rent
 Other (Please specify) _____

CAPITAL ASSET ADDITIONS

Computer software
 Computer hardware
 Office equipment/furniture
 Cell phone (purchase of phone)
 Other (please specify) _____

DETAILS OF OTHER PARTNERS

Spouse YES | NO
 Share percentage _____ %
 Other partners (First & last name): _____

 Share percentage _____ %
 Address: _____



REMINDER: please keep all receipts that substantiate claims made on your 2023 tax return for six years. They may be requested by CRA at later date.