

Self-Employment Income Worksheet

GUIDELINES/INSTRUCTIONS:

If you were self-employed at any time during the year, please provide us with 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:
 - o Provide GST/HST registration number
 - o Indicate if GST/HST return has been filed or if you wish our office do so on your behalf
 - o 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:

General Information

Business Name: _____

Address of business
(if different than home address) _____

Information of partner(s)/proprietor(s):

	Name	SIN	% share of net
#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____

Fiscal year-end (if other than calendar year-end) _____

Are you registered for GST? Y N Business Number _____

Do you require us to prepare your GST/HST return? Y N Which reporting method do you use? Quick Regular

Main goods/services provided _____

Date business commenced/ceased (if during year) _____

<u>Income</u>	<u>Including GST/HST</u>	<u>GST/HST Collected/Paid</u>
Sales, commissions, fees	\$ _____	\$ _____
Work in progress, other income	_____	_____
Total income	\$ _____	\$ _____

<u>Cost of Goods Sold</u>	(if applicable)	<u>Including GST/HST</u>	<u>GST/HST Collected/Paid</u>
Opening inventory		\$ _____	\$ _____
Purchases during year		_____	_____
Subcontracts		_____	_____
Direct wages		_____	_____
Other costs		_____	_____
Less: closing inventory		_____	_____
Total cost of goods sold		\$ _____	\$ _____

Expenses

Advertising and promotion		\$ _____	\$ _____
Meals and entertainment	(@100%)	_____	_____
Bad debts		_____	_____
Insurance		_____	_____
Interest and bank charges		_____	_____
Licences, dues, memberships		_____	_____
Office expenses		_____	_____
Supplies		_____	_____
Legal, accounting, professional fees		_____	_____
Management fees		_____	_____
Rent		_____	_____
Maintenance and repairs		_____	_____
Salaries, wages and benefits		_____	_____
Property taxes		_____	_____
Travel		_____	_____
Telephone and utilities		_____	_____
Vehicle expenses	(see vehicle worksheet)	_____	_____
Other: (specify) _____ _____		_____	_____
Total expenses		\$ _____	\$ _____

NET SELF-EMPLOYMENT INCOME

\$

\$

<u>Other deductions available for:</u>		<u>Including GST/HST</u>	<u>GST/HST Collected/Paid</u>
Home office expenses	(see home office worksheet)	\$ _____	\$ _____
Capital asset additions and/or disposals: (Specify) _____ _____		\$ _____	\$ _____

If any computer, office or other equipment was purchased or sold during the year, please provide the purchase/sale documents with your tax package.