



phone: 604-985-0123  
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web: [www.cahillcpa.ca](http://www.cahillcpa.ca)

**SELF EMPLOYMENT PERSONAL TAX RETURN SUMMARY**

Client Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Type of Business \_\_\_\_\_

**REVENUE**

Sales (before GST) \_\_\_\_\_  
GST Collected \_\_\_\_\_

**COST OF SALES**

Opening Inventory \_\_\_\_\_  
Closing Inventory \_\_\_\_\_  
Direct Wages \_\_\_\_\_  
Purchases \_\_\_\_\_  
Subcontracts \_\_\_\_\_  
Other Direct Costs \_\_\_\_\_

**EXPENSES**

Accounting and Legal \_\_\_\_\_  
Advertising \_\_\_\_\_  
Dues, Licenses, Memberships, Taxes \_\_\_\_\_  
Insurance \_\_\_\_\_  
Meals and Entertainment \_\_\_\_\_ x 50%  
Office Expenses \_\_\_\_\_  
Rent \_\_\_\_\_  
Salaries and Wages \_\_\_\_\_  
Telephone \_\_\_\_\_  
Travel \_\_\_\_\_  
Utilities \_\_\_\_\_  
Other (provide description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**BUSINESS USE OF HOME**

Complete this section if you used a home office during the year and wish to claim expenses

Square footage of office	_____	sq. ft.
Total square footage of home	_____	sq. ft.
	_____	%
Heat		_____
Electricity		_____
Insurance		_____
Maintenance		_____
Mortgage <u>interest</u> (request statement from bank)		_____
Property taxes		_____

*\*Note that to claim home office, this must be the place where you mainly do your work. Your home office must be exclusively used for earning income, and used on a regular and continuous basis for meeting customers or other persons in the course of performing your work.*

**SELF EMPLOYMENT AUTOMOBILE SUMMARY**

Please complete this schedule for each vehicle you are claiming expenses for from the prior year

Client Name: \_\_\_\_\_

**VEHICLE SPECIFICATIONS**

Own or Lease	_____
Year	_____
Make	_____
Model	_____
Date of purchase or Lease	_____
Original Purchase price - including GST	_____

**BUSINESS USE CALCULATION**

Please use the following section to calculate your business use, or provide an approximate %  
 Note that CRA has increased its scrutiny on business automobile expenses and has recently disallowed claims where no logbook was used to track actual usage

Odometer reading at January 1	_____	km
Odometer reading at December 31	_____	km
Kilometers driven for business use (per mileage log)	_____	km
Business use portion	_____	%

**EXPENSES**

Fuel and oil	_____
Loan <u>interest</u> (request a statement from the bank if owned)	_____
Insurance	_____
License and registration	_____
Repairs and maintenance	_____
Lease payments	_____
Parking	_____