



phone: 604-985-0123
fax: 604-985-0127
web: 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) _____



phone: 604-985-0123
 fax: 604-985-0127
 web: www.cahillcpa.ca

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	_____