



phone: 604-985-0123  
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**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 interest (request statement from bank) \_\_\_\_\_  
 Property taxes \_\_\_\_\_

**SELF EMPLOYMENT AUTOMOBILE SUMMARY**

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

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

**VEHICLE SPECIFICATIONS**

Year \_\_\_\_\_  
 Make \_\_\_\_\_  
 Model \_\_\_\_\_  
 Date of purchase \_\_\_\_\_  
 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 deading at January 1 \_\_\_\_\_ km  
 Odometer deading at December 31 \_\_\_\_\_ km  
 Kilometers driven for business use \_\_\_\_\_ km  
 Business use portion \_\_\_\_\_ %

**EXPENSES**

Fuel and oil \_\_\_\_\_  
 Loan interest (request statement from bank) \_\_\_\_\_  
 insurance \_\_\_\_\_  
 License and registration \_\_\_\_\_  
 Repairs and maintenance \_\_\_\_\_  
 Lease payments \_\_\_\_\_  
 Parking \_\_\_\_\_