



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 - Including GST

Opening Inventory _____
Purchases _____
Direct Wages _____
Subcontracts _____
Other Direct Costs _____
Closing Inventory _____

EXPENSES - Including GST

Advertising _____
Meals and Entertainment _____ x 50%
Bad Debts _____
Insurance _____
Interest and Bank Charges _____
Business taxes, licenses and memberships _____
Office Expenses _____
Office stationery and supplies _____
Professional fees (includes legal and accounting fees) _____
Management and administrative fees _____
Rent _____
Repairs and maintenance _____
Salaries (including employer contributions) _____
Property Taxes _____
Travel Moving _____
Travel Convention _____
Utilities, light heat, air _____
Utilities, telephone _____
Fuel _____
Other (provide description) _____
Delivery _____
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.	Expenses 100%
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

Vehicle One

Vehicle Two

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	_____ km
Odometer reading at December 31	_____ km	_____ km
Kilometers driven for business use (<i>per mileage log</i>)	_____ km	_____ km
Business use portion	_____ %	_____ %

EXPENSES

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