



Self Employment Checklist

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) _____



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.	Expenses 100%
	_____	%	
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 (per mileage log)	_____ km	_____ 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	_____	_____