

Self Employment Checklist

Client Name	
Business Name	
Business Address	
Primary Business Activity	

GST

Is this business registered for GST?

	No
	Yes. If yes, please provide GST Number: RT

Does Cahill file the GST return?

	No. If no, please provide a copy of the filed return.
	Yes

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	
Bad Debts	
Insurance <i>Do not put your expenses for your principal residence here. Please see the <u>Business Use of Home</u> section instead.</i>	
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 <i>Do not put your expenses for your principal residence here. Please see the <u>Business Use of Home</u> section instead.</i>	
Repairs and Maintenance <i>Do not put your expenses for your principal residence here. Please see the <u>Business Use of Home</u> section instead.</i>	
Salaries (including employer contributions)	
Property Taxes <i>Do not put your expenses for your principal residence here. Please see the <u>Business Use of Home</u> section instead.</i>	
Travel Moving	
Travel Convention	
Utilities <i>Do not put your expenses for your principal residence here. Please see the <u>Business Use of Home</u> section instead.</i>	
Telephone If this is your personal phone, provide % of business use.	%
Fuel Not vehicle fuel, see vehicle section.	
Delivery	
Other (Provide Description)	



Business Use of Home

Square Footage of Office	Sq. ft.
Total Square Footage of Home	Sq. ft.
Electricity	
Heat	
Insurance	
Maintenance	
Mortgage Interest Request statement from the bank. DO NOT put your entire mortgage payments (only the interest portion).	
Property Taxes	
Other (Rent Paid)	
Other (Provide Description)	

Self Employment Automobile Summary

Please provide Cahill with all vehicle lease, purchase and finance agreements.

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		
Odometer Reading at January 1st	km	km
Odometer Reading at December 31st	km	km
Kilometers Driven for Business Use (per mileage log)	km	km
Business Use Portion	%	%



Expenses		
	Vehicle One	Vehicle Two
Fuel and Oil		
Loan Interest (request statement from bank)		
Insurance		
License and Registration		
Repairs and Maintenance		
Lease Payments		
Parking		