



## SELF-EMPLOYED CHECKLIST (GST)

Name \_\_\_\_\_ Tax Year \_\_\_\_\_ GST # \_\_\_\_\_

Type of Business \_\_\_\_\_

	NET	GST	PST	TOTAL REVENUE
Business Income Earned				
				<b>TOTAL EXPENSES</b>
Subcontractors				
Advertising				
Meals & Entertainment				
Bad Debts (Uncollectable A/R)				
Insurance (excluding vehicle & home)				
Interest & Bank Charges				
Business Tax, Licences & Memberships				
Office Expenses				
Supplies & Tools				
Legal & Accounting Fees				





## PERSONAL VEHICLE USE TO EARN BUSINESS INCOME

Vehicle Description      YEAR:                      MAKE:                                      MODEL:

VEHICLE OWNED		VEHICLE LEASED	
Purchase Price		Date Lease Starts	
Date of Purchase		Date Lease Ends	
Current Value		List Price	

If your vehicle was leased, purchased or sold during the year please provide **ALL DOCUMENTS**.

Percentage of Vehicle Used to Earn Business Income (KM Driven for business/Total KM driven in the year) \_\_\_\_\_

	NET	GST	PST	TOTAL EXPENSE*
Fuel				
Maintenance & Repairs				
Insurance				
Interest on Vehicle Loan				
Lease Payments				
Parking (business use only, if not included in travel)				

## HOME OFFICE USE TO EARN BUSINESS INCOME

Percentage of Home Used for Office (Sq. ft. of home used for office/total sq. ft. of home) \_\_\_\_\_

TOTAL EXPENSE*		TOTAL EXPENSE*	
Gas		Property Taxes	
Hydro		Rent	
Insurance		Strata Fees	
Maintenance & Repairs		Water/Sewage/Garbage	
Mortgage Interest		Alarm System	

\*DO NOT PRORATE; PROVIDE ANNUAL TOTALS ONLY.