



## SELF-EMPLOYED CHECKLIST (NO GST)

Name \_\_\_\_\_ Tax Year \_\_\_\_\_

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

		TOTAL REVENUE	
Business Income Earned			
TOTAL EXPENSES		TOTAL EXPENSES	
Subcontractors		Business Travel & Accommodations	
Advertising		Postage & Courier	
Meals & Entertainment		Private Health Premiums	
Bad Debts (Uncollectable A/R)		Computer Equipment	
Insurance (excluding vehicle)		Computer Software	
Interest & Bank Charges		Supplies & Tools	
Office Expenses		Legal & Accounting Fees	
Cellphone & Business Telephone Business Use % _____		Internet Business Use % _____	
Business Tax, Licences & Memberships		Wages & Benefits (including CPP, EI & WCB)	
Maintenance & Repairs (excluding vehicle)		Business Rent (excluding home office)	



## 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 to earn income/Total KM driven in the year) \_\_\_\_\_

	TOTAL EXPENSE*
Fuel	
Maintenance & Repairs	
Insurance	
Interest of Vehicle Loan	
Lease Payments	
Parking (business use only)	

## 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	
Electricity		Rent	
Insurance		Strata Fees	
Maintenance & Repairs		Water/Sewage/Garbage Collection	
Mortgage Interest		Alarm System	

\*DO NOT PRORATE; PROVIDE ANNUAL TOTALS ONLY.