



SOLE PROPRIETOR WORKSHEET

Name _____ Tax Year _____

Type of Business _____ GST # _____

TOTAL REVENUE*			
Business Income Earned			
TOTAL EXPENSE*			
Subcontractors		Property Taxes (not home office)	
Advertising		Travel Expenses	
Meals & Entertainment		Utilities (not home office)	
Bad Debts (uncollectable AR)		Telephone Business Use _____ %	
Insurance (business only)		Internet Business Use _____ %	
Bank Charges		Postage & Courier	
Business Tax, Licenses & Memberships		Private Health Premiums	
		Professional Development	
Office Expenses		Computer Equipment	
Supplies		Furniture & Equipment	
Accounting & Legal			
Management & Admin Fees			
Rent (not home office)			
Repairs & Maintenance (not vehicle)			
Wages & Benefits (including employer paid CPP, EI & WCB)			

*DO NOT PRORATE. PROVIDE ANNUAL TOTALS ONLY. GST & PST INCLUDED, IF APPLICABLE.



PERSONAL VEHICLE USE TO EARN BUSINESS INCOME

Vehicle Description Make: _____ Model: _____ Year: _____

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

*If **new vehicle**, purchase or lease agreement required. **Vehicle used to earn business income** _____ kms (or %)
Total _____

TOTAL EXPENSE*	
Gas	
Repairs & Maintenance	
Insurance	
Interest (purchase finance only)	
Lease Payments	
Parking (business use only, if not included in travel)	

HOME OFFICE USE TO EARN BUSINESS INCOME

Home space used for office _____ square feet (or %)
Total _____

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

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