

# SELF EMPLOYMENT WORKSHEET



To assist us in preparing your personal tax return, please fill out the following worksheet, review the information carefully and send it to our office with any of the required documents attached.

INFORMATION			
Name	Business Name (if applicable)		
Business Address	City	Province	Postal Code
Email Address	Cell Phone Number	Type of Business	% of Partnership (if applic.)

Are you GST registered?  YES  NO      If YES, please provide GST number: \_\_\_\_\_  
 Total GST instalments paid for previous year: \$ \_\_\_\_\_ **NOTE:** You must register for GST if your income is \$30,000 or more per annum.  
 Does your business earn income from websites?  YES  NO

## WORKSHEET

Please provide all income and expenses in total amounts paid in the previous year.  
 - If you are GST registered, exclude GST from all expenses unless otherwise noted and denote GST Paid in column provided.  
 - If you are **NOT** GST registered, include GST in all expenses and leave the GST Paid column blank.

INCOME	INCOME AMOUNT	GST COLLECTED
Net Income (net of GST) on T4A or T5018 (subcontractor)	\$	\$
GENERAL EXPENSES	EXPENSE AMOUNT	GST PAID
Advertising and Promotion Expenses	\$	\$
Food, Beverages and Entertainment Expenses	\$	\$
Bad Debts (include only if sale was included in income)	\$	\$
Business Insurance	\$	\$
Interest and Bank Service Charges	\$	\$
Business Memberships, Dues and Subscriptions	\$	\$
Office Expenses	\$	\$
Office Supplies	\$	\$
Rent on Business Property (separate from home office)	\$	\$
Maintenance and Repairs Expenses	\$	\$
Salaries and Employee Benefits	\$	\$
Subcontracted Services	\$	\$
Telephone Expenses including Internet, Mobile Phone, Fax and Landline (separate from home office)	\$	\$
Health Plan Premiums	\$	\$
Accounting and Legal Fees	\$	\$
<b>Travel Expenses:</b>		
- Flights	\$	\$
- Accommodation	\$	\$
- Transportation	\$	\$
<b>Asset Purchases (any item over \$250):</b>		
- Furniture	\$	\$
- Equipment	\$	\$
- Computers	\$	\$
- Printer / Fax Machine	\$	\$
- Tools	\$	\$
- Other (please specify):		
-	\$	\$
-	\$	\$



1168 Hamilton St. #502  
 Vancouver, BC V6B 2S2

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Please provide total amounts for the previous year.

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- If you are not GST registered, include GST in all expenses and leave the GST Paid column blank.

MOTOR VEHICLE EXPENSES	EXPENSE AMOUNT	GST PAID
Number of Kilometers driven for business use	KM	N/A
Total Kilometers driven during calendar year	KM	N/A
If you own a vehicle:		
- Original Cost including PST & GST (if not GST registered)	\$	\$
- Purchase Date	YYYY / MM / DD	N/A
- Loan interest	\$	N/A
If vehicle is leased:		
- Monthly lease payment including PST & GST (if not GST registered)	\$	\$
- Date Lease Started	YYYY / MM / DD	N/A
- Duration of Lease	Months	N/A
Fuel Costs including Gas, Oil, etc.	\$	\$
Maintenance and Repairs Expenses	\$	\$
Insurance Expenses	\$	N/A
License and Registration Expenses	\$	\$
Business Parking Expenses	\$	\$
Other Expenses: (please specify)	\$	\$
	\$	\$
	\$	\$
	\$	\$
HOME OFFICE EXPENSES	EXPENSE AMOUNT	GST PAID
Area used in home for home office (in square feet)	sq.ft	N/A
Total size of home (in square feet)	sq.ft	N/A
Electricity, Heat, Water and/or Sewage Expenses	\$	\$
Home Insurance Premiums	\$	N/A
Maintenance of Office	\$	\$
Mortgage Interest	\$	N/A
Property Taxes	\$	N/A
Cleaning and Landscaping Expenses	\$	\$
Rent	\$	\$
Strata Fees	\$	N/A
Security Expenses	\$	\$
Internet Charges	\$	\$
Other Expenses: (please specify)	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$



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