

## Self-Employed Income & Expenses

(If you provide me a printout of your financial data then this is not required.)

Name of Business: \_\_\_\_\_

Type of Business and address if different from home \_\_\_\_\_

Partnership - Please circle - YES NO

Name(s) of Partner(s): \_\_\_\_\_

% Ownership: \_\_\_\_\_

**Revenue** \$ \_\_\_\_\_

### Expenses

☐ Purchases \$ \_\_\_\_\_

☐ Meals and entertainment \$ \_\_\_\_\_  
(allowable part only)

☐ Bad Debts \$ \_\_\_\_\_

☐ Advertising \$ \_\_\_\_\_

☐ Insurance \$ \_\_\_\_\_

☐ Interest and bank charges \$ \_\_\_\_\_

☐ Office expenses \$ \_\_\_\_\_

☐ Legal, accounting, and other \$ \_\_\_\_\_  
professional fees

☐ Management and admin fees \$ \_\_\_\_\_

☐ Salaries, wages and benefits \$ \_\_\_\_\_  
(including employer's)

☐ Property Taxes \$ \_\_\_\_\_

☐ Travel \$ \_\_\_\_\_

☐ Utilities \$ \_\_\_\_\_

☐ Motor vehicle expenses \$ \_\_\_\_\_  
(not including capital cost)

☐ Other Expenses \$ \_\_\_\_\_

☐ Equipment/furniture purchases \$ \_\_\_\_\_  
(if you need more space, attach list)

☐ Registered for GST? Please circle - YES NO

If yes, do the above figures include GST?

Please circle - YES NO

### Home Office Expenses

Business or Employment Use % \_\_\_\_\_

#### Expenses

☐ Heat/Gas \$ \_\_\_\_\_

☐ Hydro/Water \$ \_\_\_\_\_

☐ Insurance \$ \_\_\_\_\_

☐ Repairs and maintenance \$ \_\_\_\_\_

☐ Mortgage interest \$ \_\_\_\_\_

☐ Property taxes \$ \_\_\_\_\_

☐ Rent \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

## Employment Expenses

Please ensure that you have a signed T2200 (Declaration of Employment)

to available should you be asked by the government to

substantiate this claim. Please provide us with a copy of this form.

### Expenses

☐ Accounting, legal fees \$ \_\_\_\_\_

☐ Advertising, promotion \$ \_\_\_\_\_

☐ Meals/entertainment \$ \_\_\_\_\_

☐ Lodging \$ \_\_\_\_\_

☐ Parking \$ \_\_\_\_\_

☐ Office Supplies \$ \_\_\_\_\_

☐ Telephone \$ \_\_\_\_\_

☐ Is your employer registered for GST?

Please circle - YES NO

☐ Travel \$ \_\_\_\_\_

☐ Supplies \$ \_\_\_\_\_

☐ Other Expenses \$ \_\_\_\_\_

☐ Tools for apprentice vehicle \$ \_\_\_\_\_  
mechanics

☐ Automobile \$ \_\_\_\_\_

☐ Home office \$ \_\_\_\_\_

### Automobile Expenses

Please ensure that you keep a log of kms driven in the year.

Year/Make of Car: \_\_\_\_\_

☐ Purchase Price\*\*\* \$ \_\_\_\_\_

☐ Year Purchased\*\* \_\_\_\_\_

☐ Total Kilometres driven in 2016 \_\_\_\_\_

☐ Business or Employment Use % \_\_\_\_\_

#### Expenses

☐ Fuel \$ \_\_\_\_\_

☐ Repairs \$ \_\_\_\_\_

☐ Lease payments \$ \_\_\_\_\_

☐ Car washes \$ \_\_\_\_\_

☐ Insurance \$ \_\_\_\_\_

☐ License and registration \$ \_\_\_\_\_

☐ Interest on loan to purchase vehicle \$ \_\_\_\_\_

☐ Any per km flat allowance received \$ \_\_\_\_\_

☐ Other expenses e.g. CAA Membership \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\*\*\*If a vehicle was disposed of in the year, please provide details

\*\*\*If leased vehicle, please provide a copy of purchase/lease

paperwork.

  
**Yvonne Hill**  
CHARTERED ACCOUNTANT