

ASSOIGNON & COMPANY INC.

Professional Accountant

SELF-EMPLOYMENT PERSONAL TAX RETURN SUMMARY

Name: _____

Business Name: _____

Business Address: _____

Type of Business: _____

GST# (if registered): _____

REVENUE

Sales (before GST) \$ _____

GST collected \$ _____

COST OF SALES

Opening Inventory \$ _____

Closing Inventory \$ _____

Direct Wages \$ _____

Purchases \$ _____

Subcontracts \$ _____

Other Direct Costs \$ _____

EXPENSES

Accounting & Legal \$ _____

Advertising \$ _____

Dues, Licenses, Memberships, Taxes \$ _____

Insurance \$ _____

Meals & Entertainment \$ _____ x 50%

Office Expenses \$ _____

Rent \$ _____

Salaries & Wages \$ _____

Telephone \$ _____

Travel \$ _____

Utilities \$ _____

Other (provide description) _____ \$ _____

ASSOIGNON & COMPANY INC.

Professional Accountant

BUSINESS USE OF HOME

Complete this section if you used a home office during this past year and wish to claim expenses.

Square footage of office _____ sq. ft.

Total square footage of home _____ sq. ft.

Percentage of home used for office _____ %

Heat \$ _____

Electricity \$ _____

Insurance \$ _____

Maintenance \$ _____

Mortgage Interest *(request statement from bank)* \$ _____

Property Taxes \$ _____

SELF-EMPLOYMENT AUTOMOBILE SUMMARY

Complete this section for each vehicle you are claiming expenses for from the prior year.

Vehicle Specifications:

Name of vehicle owner: _____

Year _____

Make _____

Model _____

Date of purchase _____

Original purchase price, including GST \$ _____

BUSINESS USE CALCULATION

Use the following section to calculate your business use, or provide an approximate percentage. Please note that CRA requires that a logbook be kept to track actual usage.

Odometer at January 1 _____ kms

Odometer at December 31 _____ kms

Kilometers driven for business use _____ kms

Business use portion % _____ %

EXPENSES

Fuel & Oil \$ _____

Loan Interest *(request statement from bank)* \$ _____

Insurance \$ _____

License & Registration \$ _____

Repairs & Maintenance \$ _____

Lease Payments \$ _____

Parking \$ _____