

Self Employment Checklist



General Information

Business name: _____

Business address: _____

GST/HST # (if registered) _____

Do you require our office to prepare your HST return(s)? circle one Y N

Fiscal year-end _____
mm dd yy

If partnership, list partners and respective percentage of partnership

Partner 1		%
Partner 2		%
Partner 3		%
Total		100%

We do not need to see your receipts, however you must keep them in case the CRA asks to see them.

Revenue

Please see "decision tree" below for explanation of which columns to fill out and whether to include or exclude GST/HST in your totals of the revenues.

	TOTAL REVENUE		GST/HST
	Included	Excluded	
<i>Check relevant box to indicate</i>			
Sales, commissions or fees	\$ _____		\$ _____
Professional fees	\$ _____		\$ _____

Expenses

Please see "decision tree" below for explanation of which columns to fill out and whether to include or exclude GST/HST in your totals of the expenses.

	TOTAL EXPENSE		GST/HST
	Included	Excluded	
<i>Check relevant box to indicate</i>			
Cost of goods sold	\$ _____		\$ _____
Advertising			
Meals and entertainment			
Bad debts			
Insurance			
Interest and bank charges			

Licences, fees, dues, memberships and subscriptions
 Office expenses
 Supplies
 Legal, accounting and other professional fees
 Management and administration fees
 Rent (from a business property, not your residence)
 Repairs and maintenance
 Salaries, wages and benefits
 Property taxes (from a business property, not your home)
 Travel
 Telecommunications
 Utilities (from a business property, not your home)
 Delivery, freight and courier
 Other (describe) _____
 Other (describe) _____
 Other (describe) _____

For automobile expenses, please see the checklist under Resources on our website.

For workspace in the home, please see the checklist under Resources on our website.

Capital Assets Purchased (threshold: cost > \$500)

Equipment
 Furniture
 Computers

