

## **APPENDIX B: SELF-EMPLOYED INCOME AND EXPENSES**

## Comments

Name of Business		
Type of Business		
Name of Partners and Percentage (%) Owned		
Is your business registered for GST/HST?	Yes	No
If yes, what is your GST/HST number?		
If registered, do you want pinnacle to file your GST/HST return?	Yes	No

Income		Excluding HST	HST Collected/Paid	Total (including HST)
Gross sales, commissions, or fees				

<b>Business Expenses</b>			
Advertising and promotion			
Meals and entertainment			
Bad debts			
Insurance (fire, theft, liability)			
Interest and bank charges			
Business taxes, fees, licenses, dues, memberships and subscriptions			
Office expenses			
Supplies			
Legal, accounting and other professional fees			
Management and administration fees			
Rent on business property			
Maintenance and repairs			
Salaries, wages and benefits (including employer's contributions)			
Property taxes on business property			
Travel (except for motor vehicles)			
Telephone and utilities			
Fuel costs (except for motor vehicles)			
Delivery, freight and express			
Vehicle expenses <b>(complete vehicle expense worksheet on page 2)</b>			
Home office expenses <b>(complete home office expense worksheet on page 2)</b>			
Other: (specify)			
<b>Capital expenditures</b> (ex. computers, equipment, leaseholds, etc.):			

## APPENDIX B: SELF-EMPLOYED INCOME AND EXPENSES (cont.)

Total business Kms:

Total Kms driven:

### **Self-Employed Business - Motor vehicle expenses**

	Excluding HST	HST Paid	Total
Fuel			
Maintenance and repairs			
Insurance			
License and registration			
Interest charges (if vehicle is financed)			
Leasing cost (if vehicle is leased)			
Parking (business related only)			
Car washes			
Other: (specify)			

Comments

Vehicle Information	Owned	Leased
Year, make and model		
Date purchased (mm/dd/yy)		
Purchase price (before HST)		
Proceeds of disposition during the year / Trade-in value		
Date lease commenced (mm/dd/yy)		
Date lease terminates (mm/dd/yy)		
Monthly lease payments (before HST)		

Comments

### **Self-Employed Business - Home Office Expenses**

You can deduct expenses for the business use of a workspace in your home, as long as you meet **ONE** of the following conditions:

- it is your principal place of business; or
- you use the space only to earn your business income, and you use it on a regular and ongoing basis to meet your clients, customers, or patients.

Total house area (in square feet):

Area for business use only (in square feet):

	Excluding HST	HST Paid	Total
Heat			
Electricity			
Water			
Insurance			
Maintenance			
Mortgage interest			
Property taxes			
Rent			
Other: (specify)			

Comments