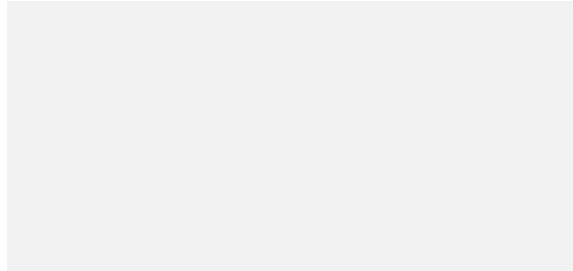


Self employment business information

Business Registration Name:
Business Registration Date:
Business Owner Name & Ownership (%)
Business Owner Name & Ownership (%)
Business Number (if applicable)
GST/HST Number
Description of business activity



Self employed / Sole proprietorship: Business income and expenses

Calculation of Gross Income

Month	FEE / Commission / Billings	GST / HST (if applicable)	Total Billings
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			
TOTAL	-	-	-

Opening inventory (if applicable)

Year end inventory (if applicable)

Year end Account Receivable (if applicable)

Year end Account Payables (if applicable)

**Self employed / Sole proprietorship: Business income and expenses
(January to December)**

Calculation of business expenses (including HST)

Expense Description	Amount
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Direct Costs

Raw material and parts	
Delivery and Freight	
Subcontracted work	
Other direct cost	
	-

Expenses

Advertising and Marketing	
Meals and Entertainment	
Insurance	
Interest and Bank charges	
Business taxes, fees, licenses, dues and memberships	
Office Expenses	
Shop supplies	
Legal, accounting and other professional fees	
Real estate rent	
Maintenance and Repairs	
Salaries, wages, and benefits paid	
Property taxes (Business property)	
Travel and Accommodation	
Telephone (Cell Phone)	
Other Expense - 1	
Other Expense - 2	
Other Expense - 3	
Other Expense - 4	
Other Expense - 5	
	-

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CAPITAL ASSETS

Asset description - 1	
Purchase / Sale price (with HST)	
Date purchased / sold	

Asset description - 2	
Purchase / Sale price (with HST)	
Date purchased / sold	

**Self employed / Sole proprietorship: Business income and expenses
(January to December)**

Calculation of automobile expenses

Automobile make and year
Value of the automobile - beginning of year
Total Kms driven during the year
Business Kms driven during the year

[Grey Box]

Expense Description	Amount
Fuel and Oil	[Grey Box]
Interest on Auto loan	
Insurance	
License and registration	
Maintenance and repairs	
Lease	
Parking	
407 and ETR (business related)	
CAA	
Other Automobile Expenses 1	
Other Automobile Expenses 2	
	-

**Self employed / Sole proprietorship: Business income and expenses
(January to December)**

Calculation of Home Office Expenses (including GST/HST)

Expense Description	Amount	Allocated to business	
		%	Amount
Rent paid		10%	-
Property Tax		10%	-
Mortgage Interest		10%	-
Heating		10%	-
Electricity		10%	-
Water		10%	-
Repairs & Maintenance		10%	-
Home Insurance		10%	-
Security Monitoring		10%	-
Internet		50%	-
Home Phone		50%	-

Input your house details here

Total built area of the house	2,000 sq ft
Home office space	200 sq ft
% of home used for business	10%

Allocate a reasonable portion of home office expense, based on business use
