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Self–employment expenses list

# **Income and Earnings**

|  |  |
| --- | --- |
| Sales, commissions or fees (Not reported on T4A) |  |
| Sales, commissions or fees (Box 20 on T4A) |  |
| Other (specify details and amounts below) |  |

# **Cost of Goods Sold**

|  |  |
| --- | --- |
| Purchases during the year (net returns, allowances and discounts) |  |
| Subcontracts |  |
| Direct wage costs (and WCB) |  |
| Other costs |  |
| Opening cost value of inventory (beginning of the year) |  |
| Closing cost value of inventory (end of the year) |  |

# **Expenses**

|  |  |
| --- | --- |
| Advertising |  |
| Meals and entertainments (excluding meals while travelling) |  |
| Bad debts |  |
| Insurance |  |
| Interest |  |
| Business fees, licenses, dues, memberships and subscriptions |  |
| Office expenses |  |
| Supplies |  |
| Legal, accounting and other professional fees |  |
| Management and administration fees |  |
| Rent |  |
| Maintenance and repairs |  |
| Salaries and wages |  |
| Travel (including transportation fees, hotels) |  |
| Travel (meals while traveling) |  |
| Business only telephone, cell phone, fax line, internet |  |
| Utilities |  |
| Delivery freight and express |  |
| Convention fees |  |
| Bank fees |  |
| Other expenses (Specify description and amounts below) | |
|  |  |
|  |  |
|  |  |

## **Fixed assets acquired and disposed of. (All capital property over $200 in value including vehicles, equipment, furniture, etc. Please submit receipts for assets costing over $500)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Purchased / Disposed of | Description | Cost | Percentage used for business |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Business Use of Home Expenses**

|  |  |
| --- | --- |
| Total # rooms / Square feet of home |  |
| Total # rooms /Square feet in dedicated business space |  |

### **ENTER TOTAL HOME EXPENSES ONLY BELOW**

|  |  |
| --- | --- |
| Home Electricity |  |
| Home Gas |  |
| Home insurance |  |
| Home Maintenance |  |
| Mortgage interest |  |
| Property Taxes |  |
| House Rent |  |
| Home Phone |  |
| Internet |  |
| Water |  |
| Other expenses (Specify description and amounts below) | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# **Motor Vehicle Expenses (Include GST in these amounts)**

|  |  |
| --- | --- |
| Year, Make Model of Vehicle |  |
| Total Km driven in year |  |
| Total km driven in year to earn income |  |

### **ENTER TOTAL VEHICLE EXPENSES ONLY BELOW**

|  |  |
| --- | --- |
| Fuel (gas / oil) |  |
| Insurance |  |
| License and registration |  |
| Maintenance and repairs |  |
| Business parking |  |
|  |  |

## **Complete applicable below if vehicle financed or leased**

|  |  |
| --- | --- |
| Date payments began |  |
| Date payments stopped |  |
| Interest paid (only if financed) |  |
| Lease payments (only if leased) |  |
| Total lease payments deducted before this fiscal period for the vehicle |  |
| Manufacturer’s list price new (only if leased) |  |
| Purchase price (only if financed) |  |