



SELF-EMPLOYMENT EARNINGS WORKSHEET

To assist you in the preparation of your T1 income tax return, we have compiled the following worksheet to report your self-employment income. Use this form to provide totals for each applicable line item.

| | |
|---|---|
| Did you start your business in the tax year? Yes No If YES, please provide the start date: | |
| Did you cease operating your business in the tax year? Yes No If YES, please provide the end date: | |
| Do you use a website to generate online sales? Yes No If YES, please provide name(s) of website(s) and % of online sales: | |
| Did you receive any provincial or federal grants? Yes No If YES, please provide details | |
| Business name: | Business Number: |
| Street address: | City: Prov: Postal code: |
| GST Registrant: Yes No | Quick Method: Yes No GST filed by Owner: Yes No |

| | | | |
|--|------------------------|---|--|
| Income: (do not include amounts from T4A) | | Vehicle Operating Expenses: | |
| Business | incl GST Yes No | Vehicle Make/Model: | |
| Professional | incl GST Yes No | Purchase/Lease Date: | |
| Self-employment income reported on T4A? | Yes No Partly | Provide purchase docs for new vehicles Provide lease docs for new vehicle leases | |

| | |
|----------------------------|--|
| Cost of Goods Sold: | |
| Opening Inventory | |
| Purchases | |
| Direct Wages | |
| Subcontracts | |
| Other Direct Costs | |
| Closing Inventory | |

| | |
|--|--|
| Expenses BUSINESS PORTION ONLY: | |
| Advertising | |
| Meals & Entertainment | |
| Bad Debts | |
| Insurance | |
| Interest | |
| Business Tax, License, Dues | |
| Office | |
| Legal Fees | |
| Accounting Fees | |
| Management & Administration | |
| Rent | |
| Repairs & Maintenance | |
| Salaries, Wages, Benefits | |
| Property Taxes (bus. prop.) | |
| Travel | |
| Telecommunications | |
| Utilities (bus. prop.) | |
| Fuel (other than vehicle) | |
| Postage, Delivery, Freight | |
| Training | |
| Other | |

| | |
|----------------------------|--|
| Total KM driven in year | |
| Business KM driven in year | |
| Fuel | |
| Interest | |
| Insurance | |
| Repairs & Maintenance | |
| Leasing | |
| Parking | |

| | |
|---|---------------|
| Office in Home: | |
| Office area (sq ft) | |
| Is this space used exclusively for business? | Yes No |
| Total home area (sq ft) | |
| Expenses: | |
| Heat | |
| Electricity | |
| Insurance | |
| Maintenance | |
| Mortgage Interest | |
| Property Tax | |
| Other | |

| | |
|---------------------------------|---------------|
| Partnership Information: | |
| Partner Names and SIN: | Percent Share |
| | % |
| | % |
| | % |
| Partner Specific expenses: | |
| | \$ |
| | \$ |