

## Self Employment Checklist

|                           |  |
|---------------------------|--|
| Client Name               |  |
| Business Name             |  |
| Business Address          |  |
| Primary Business Activity |  |

### GST

#### Is this business registered for GST?

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | No   |
| <input type="checkbox"/> | Yes. If yes, please provide GST Number: RT |

#### Do we file the GST return?

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | No. If no, please provide a copy of the filed return. |
| <input type="checkbox"/> | Yes   |

### Revenue

|                    |  |
|--------------------|--|
| Sales (before GST) |  |
| GST Collected      |  |

### Cost of Sales – Including GST

|                    |  |
|--------------------|--|
| Opening inventory  |  |
| Purchases          |  |
| Direct Wages       |  |
| Subcontracts       |  |
| Other Direct Costs |  |
| Closing Inventory  |  |

## Expenses – Including GST

|   |   |
|---|---|
| Advertising   |   |
| Meals and Entertainment   |   |
| Bad Debts   |   |
| Insurance<br><i>Do not put your expenses for your principal residence here.<br/>Please see the <u>Business Use of Home</u> section instead.</i>               |   |
| Interest and Bank Charges   |   |
| Business Taxes, licenses and memberships  |   |
| Office Expenses   |   |
| Office Stationery and Supplies  |   |
| Professional Fees (includes legal and accounting fees)  |   |
| Management and Administrative Fees  |   |
| Rent<br><i>Do not put your expenses for your principal residence here.<br/>Please see the <u>Business Use of Home</u> section instead.</i>                    |   |
| Repairs and Maintenance<br><i>Do not put your expenses for your principal residence here.<br/>Please see the <u>Business Use of Home</u> section instead.</i> |   |
| Salaries (including employer contributions)   |   |
| Property Taxes<br><i>Do not put your expenses for your principal residence here.<br/>Please see the <u>Business Use of Home</u> section instead.</i>          |   |
| Travel Moving   |   |
| Travel Convention   |   |
| Utilities<br><i>Do not put your expenses for your principal residence here.<br/>Please see the <u>Business Use of Home</u> section instead.</i>               |   |
| Telephone<br>If this is your personal phone, provide % of business use.   | % |
| Fuel<br>Not vehicle fuel, see vehicle section.  |   |
| Delivery  |   |
| Other (Provide Description)   |   |
|   |   |

## Business Use of Home

|  |         |
|--|---------|
| Square Footage of Office   | Sq. ft. |
| Total Square Footage of Home   | Sq. ft. |
| Electricity  |         |
| Heat   |         |
| Insurance  |         |
| Maintenance  |         |
| Mortgage Interest<br><small>Request statement from the bank.<br/>DO NOT put your entire mortgage payments (only the interest portion).</small> |         |
| Property Taxes   |         |
| Other (Rent Paid)  |         |
| Other (Provide Description)  |         |
|  |         |

## Self Employment Automobile Summary

|   |             |             |
|---|-------------|-------------|
| Client Name   |             |             |
| <b>Vehicle Specifications</b>                           |             |             |
|   | Vehicle One | Vehicle Two |
| Own or Lease  |             |             |
| Year  |             |             |
| Make  |             |             |
| Model   |             |             |
| Date of Purchase or Lease                               |             |             |
| Original Purchase Price – including GST                 |             |             |
| <b>Business Use Calculation</b>                         |             |             |
| Odometer Reading at January 1st                         | km          | km          |
| Odometer Reading at December 31st                       | km          | km          |
| Kilometers Driven for Business Use<br>(per mileage log) | km          | km          |
| Business Use Portion                                    | %           | %           |

| Expenses                                    |             |             |
|---|-------------|-------------|
|   | Vehicle One | Vehicle Two |
| Fuel and Oil                                |             |             |
| Loan Interest (request statement from bank) |             |             |
| Insurance                                   |             |             |
| License and Registration                    |             |             |
| Repairs and Maintenance                     |             |             |
| Lease Payments                              |             |             |
| Parking                                     |             |             |