



# Lawson & Coleman

CHARTERED PROFESSIONAL ACCOUNTANTS



## SELF EMPLOYMENT INCOME

Business name: \_\_\_\_\_

Main product or service: \_\_\_\_\_ Ownership percentage: \_\_\_\_\_

Are you GST registered: \_\_\_\_\_ GST Business number: \_\_\_\_\_

Who is filing the GST Return: \_\_\_\_\_ GST method: Quick  Regular

### INCOME:

Total income including GST: \_\_\_\_\_

### TOTAL COST OF GOODS SOLD:

Purchases: \_\_\_\_\_

Subcontracts: \_\_\_\_\_

### OPERATING EXPENSES:

Advertising: \_\_\_\_\_

Meals & entertainment: \_\_\_\_\_

Bad debt: \_\_\_\_\_

Insurance: \_\_\_\_\_

Bank charges & interest: \_\_\_\_\_

Business taxes, dues & memberships: \_\_\_\_\_

Office expenses: \_\_\_\_\_

Supplies: \_\_\_\_\_

Legal & accounting fees: \_\_\_\_\_

Management & admin fees: \_\_\_\_\_

Business rent: \_\_\_\_\_

Repairs & maintenance: \_\_\_\_\_

Salaries & wages: \_\_\_\_\_

Travel: \_\_\_\_\_

Telephone: \_\_\_\_\_

Delivery & freight: \_\_\_\_\_

Other Expenses: \_\_\_\_\_

### ADDITIONAL NOTES:

**ALL EXPENSES SHOULD BE TOTALLED FROM ACTUAL RECEIPTS THAT CAN BE PRESENTED TO CRA UPON REQUEST IN THE EVENT OF AN AUDIT/REVIEW**



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## BUSINESS USE OF MOTOR VEHICLE

### DETAILS ON VEHICLE

Make:

Model:

Year:

Year of acquisition:

### KILOMETERS DRIVEN:

Total kilometers driven for work:

Total kilometers driven in year:

### OPERATING EXPENSES - PLEASE ENTER TOTAL FOR YEAR:

Fuel:

Repairs & maintenance:

Insurance:

License & registration fees:

Parking:

Other:

### VEHICLE PAYMENTS:

Financed- Interest paid during the year:

Leased - Total lease payments for the year:

Owned - Cost of vehicle before tax:

**Please provide purchase documents or lease agreements  
if you acquired a new vehicle during the year.**

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 **SELF EMPLOYMENT INCOME**

**ASSETS PURCHASED DURING THE YEAR:**

	DETAILS:	AMOUNT:
Computer:		
Smart phones:		
Equipment:		
Furniture:		
Other assets:		
Other assets:		
Other assets:		

 **BUSINESS USE OF HOME:**

Home office Square Footage: \_\_\_\_\_ Total Home Square Footage: \_\_\_\_\_

**Please enter the total amount for the year**

**EXPENSES:**

Heat: \_\_\_\_\_

Electricity: \_\_\_\_\_

insurance: \_\_\_\_\_

Repairs & maintenance: \_\_\_\_\_

Mortgage interest: \_\_\_\_\_

Property Taxes: \_\_\_\_\_

Rent: \_\_\_\_\_

Other Expenses: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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