

2017 SELF EMPLOYMENT / PROFESSIONAL

YOUR NAME: _____

BUSINESS NAME: _____

PLEASE COMPLETE SEPARATE FORM FOR EACH BUSINESS OR PROFESSION

Canada Revenue Agency Programs Registration

GST/HST Registered? (please provide number) _____

Do you want us to prepare your HST return? (provide a copy of your HST form)

Do the amounts below include HST?

Are you registered for Employment Insurance?

Websites

Is any income earned from websites? What is percentage of gross income? _____ %

List top five (5) webpages or URL's

Income / Inventory

Gross Income and/or Sales _____

Opening Inventory (*dollar value*) _____

 Material/product purchases _____

 Direct Wages _____

 Sub-contracts _____

Closing Inventory (*dollar value*) _____

Business Expenses

Advertising _____

Meals and Entertainment _____

Bad Debts and Collection Costs _____

Business Insurance _____

Interest and Borrowing Charges _____

Business Taxes, Fees, Licences, Dues, etc. _____

Stationery and Supplies _____

Fees for Professional Services _____

Travel and Convention Expenses _____

Salary and Benefits – (*including CPP and EI paid*) _____

Health Plan Premiums _____

Telephone, Fax and Internet _____

Delivery and Freight Charges _____

Tools, Uniforms and Protective Clothing _____

Property and Equipment

Business Premises (*attach lease agreements*) _____

Equipment Leases (*attach list and receipts*) _____

Asset Purchases (*attach list and receipts*) _____

Office Rent or Property Tax _____

Office Insurance _____

Utilities (*heat, hydro and water*) _____

Maintenance, Fees and Repairs _____



Home Office Expenses (if place of business)

Square Footage of Total Home _____
Square Footage of Business Use Space _____
Rent or Property Tax _____
Mortgage Interest _____
Home Insurance _____
Utilities (*heat, hydro and water*) _____
Maintenance, Fees and Repairs _____

Automobile Expenses

Additions or Disposals of Vehicles _____
(provide purchase agreements, sales proceeds and dates)
Make, Model and Model Year _____
Owned or Leased _____
(provide cost of vehicle or lease agreement)
Interest on Loan or Lease Costs per Month _____
Fuel Expenses _____
Car Insurance _____
Repairs and Maintenance _____
Licence and Registration _____
ETR Tolls _____
Parking _____
Maintenance (*carwash, licensing fees, auto clubs*) _____
Other Expenses (*please describe*) _____

Vehicle Mileage

PLEASE NOTE THAT IF VEHICLE EXPENSES ARE REVIEWED BY CRA, YOUR VEHICLE MILEAGE LOG WILL BE REQUIRED

Odometer Reading at Beginning of 2017 _____
Odometer Reading at End of 2017 _____
Total Kilometers for Year _____
Business Kilometers Driven _____
(retain vehicle mileage log to support claim)

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

Sole proprietorships and partnerships

- [Business expenses](#)
- [Business expenses - Motor vehicle expenses](#)
- [Motor vehicle records - logbooks](#)
- [Business records](#)

The Koroll & Company website is a great resource for tax forms and publications! www.koroll.ca

[CRA Tax Forms and Publications for Taxpayers](#)

[T4002 Self-employed Business, Professional, Commission, Farming and Fishing Income](#)