

**2018 SELF EMPLOYMENT / PROFESSIONAL**

YOUR NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

**PLEASE COMPLETE SEPARATE FORM FOR EACH BUSINESS OR PROFESSION**

**Canada Revenue Agency Programs Registration**

Are you registered for [EI Special Benefits for self-employed people](#)?

GST/HST Registered? *(please provide number)* \_\_\_\_\_

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

Are you using Quick Method calculation?  Do the amounts below include HST?

**Websites**

How many websites does your business earn income from? \_\_\_\_\_

Percentage of gross income generated from websites? \_\_\_\_\_ %

Provide five (5) main webpage addresses or URL's: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Income / Inventory**

Professional Fees including work-in-progress (WIP) \_\_\_\_\_

OR

Gross Sales, Commissions or Fees \_\_\_\_\_

Opening Inventory *(dollar value)* \_\_\_\_\_

    Material/product purchases \_\_\_\_\_

    Direct Wages \_\_\_\_\_

    Sub-contracts \_\_\_\_\_

Closing Inventory *(dollar value)* \_\_\_\_\_

**Expenses**

Advertising \_\_\_\_\_

Meals and Entertainment \_\_\_\_\_

Bad Debts and Collection Costs \_\_\_\_\_

Insurance \_\_\_\_\_

Interest and Bank Charges \_\_\_\_\_

Business Taxes, Fees, Licences, Dues, etc. \_\_\_\_\_

Office Expenses *(telephone, etc)* \_\_\_\_\_

Office Stationery and Supplies \_\_\_\_\_

Fees for Professional Services \_\_\_\_\_

Management and Administration Fees \_\_\_\_\_

Rent *(attach lease agreements)* \_\_\_\_\_

Repairs and Maintenance \_\_\_\_\_

Salary and Benefits *(including CPP and EI paid)* \_\_\_\_\_

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

Travel Expenses \_\_\_\_\_

Utilities *(heat, hydro and water)* \_\_\_\_\_

Fuel Costs *(except for motor vehicles)* \_\_\_\_\_

Delivery and Freight Charges \_\_\_\_\_

Other Expenses *(specify)* \_\_\_\_\_



**Property and Equipment**

Equipment Acquisitions *(attach list and receipts)* \_\_\_\_\_  
 Asset Purchases *(attach list and receipts)* \_\_\_\_\_  
 Dispositions *(attach list, dates and amounts)* \_\_\_\_\_

**Home Office Expenses (if place of business)**

Square Footage of Total Home \_\_\_\_\_  
 Square Footage of Business Use Space \_\_\_\_\_  
 Heat \_\_\_\_\_  
 Electricity \_\_\_\_\_  
 Home Insurance \_\_\_\_\_  
 Maintenance, Fees and Repairs \_\_\_\_\_  
 Mortgage Interest \_\_\_\_\_  
 Rent or Property Tax \_\_\_\_\_  
 Other expenses *(specify)* \_\_\_\_\_

**PLEASE COMPLETE SEPARATE LIST FOR EACH VEHICLE**

**Automobile Expenses**

Additions or Disposals of Vehicles \_\_\_\_\_  
*(provide purchase agreements, sales proceeds and dates)*  
 Make, Model and Model Year \_\_\_\_\_  
 Purchased/Owned *(provide financing agreement)* \_\_\_\_\_  
 Leased *(provide lease agreement)* \_\_\_\_\_  
 Fuel Expenses \_\_\_\_\_  
 Interest on Passenger Vehicle/Automobile \_\_\_\_\_  
 Interest on Other Type Motor Vehicle \_\_\_\_\_  
 Vehicle Insurance \_\_\_\_\_  
 Licence and Registration \_\_\_\_\_  
 Maintenance and Repairs \_\_\_\_\_  
 Leasing Costs \_\_\_\_\_  
 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 2018 \_\_\_\_\_  
 Odometer Reading at End of 2018 \_\_\_\_\_  
 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](#)

[Business records](#)

[Motor vehicle records - logbooks](#)

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

[Other CRA Publications and Guides for Taxpayers](#)

*And the Koroll & Company website is a great resource for tax information! [www.koroll.ca](http://www.koroll.ca)*

