Worksheet - Self-Employment Income

Client Name:		Are you registered with GST?	Yes or No
Business Name:		What is your GST number?	
Business Nature:		Are you filing your GST return?	Yes or No
Address:		If yes, please provide us with a copy.	

INCOME

Description	Total Amount	GST Collected	Net of GST
Sales, commissions, fees			
Other income			
Total sales			

COST OF SALES

Description	Total Amount	GST Paid	Net of GST
Opening inventory			
Purchase and other direct costs			
Ending inventory			
Total cost of sales			

EXPENSES

Description	Total Amount	GST Paid	Net of GST
Advertising			
Meals and entertainment (100%)			
Bad debts			
Insurance			
Interest and bank charges			
Business taxes, licences and dues			
Office expenses			
Office stationary and supplies			
Professional fees			
Management and administration			
Rent			
Repairs and maintenance			
Salaries, wages and benefits			
Property taxes			
Travel			
Fuel costs (except motor vehicle)			
Delivery and freight			
Motor vehicle expenses -- complete worksheet below			
Home office expenses -- complete worksheet below			
Other expenses (please specify):			
_____			
_____			
_____			
_____			
Total expenses			

CAPITAL ASSET PURCHASES

Description	Total Amount	GST Paid	Net of GST
Total capital asset purchases			

HOME OFFICE EXPENSE

Description	Total Amount	GST Paid	Net of GST
Heat			
Electricity			
Insurance			
Maintenance			
Mortgage interest			
Property taxes			
Other expenses (please specify):			
Total home costs			

	Office (Sq-ft)	Total Home (Sq-ft)			
Square-footage			**%**	**%**	**%**
Total business-use home office costs					

VEHICLE EXPENSE

Description	Total Amount	GST Paid	Net of GST
Fuel and oil			
Insurance			
Licence and registration			
Maintenance			
Lease payments			
Parking fees			
Other expenses (please specify):			
Total vehicle costs			

	Business (KM)	Total (KM)			
KM driven			**%**	**%**	**%**
Total business-use vehicle costs					