



Self-Employment Checklist

(All expenses should be total for entire year)

Business income for year \$ _____

Did you collect GST? Yes / no if yes, is GST amount included in business income, total above?

How much GST was collected \$ _____

IF YOU COLLECTED GST, THEN PLEASE EXCLUDE GST AMOUNTS FROM ALL EXPENSES LISTED BELOW

Internet \$ _____ % _____ Cell Phone \$ _____ % _____ (if not 100% business)

Interest (other than home or car) & Bank charges \$ _____

Membership fees, dues, licenses, subscriptions \$ _____ Office Expenses \$ _____

Advertising \$ _____ Supplies \$ _____ Meals & Entertainment \$ _____

Legal, accounting, other fees \$ _____ Rent \$ _____ (if rent office space outside your home)

Maintenance & Repairs (not including vehicle or home) \$ _____

Wages & Benefits \$ _____ Travel \$ _____ (please separate meals from all other Travel costs)

Vehicle: Make _____ Model _____ Year _____ approx. value _____

Km for business _____ Km Total for year _____ OR 100% business – Y ☐ or N ☐

(Provide annual total for all expenses listed below)

Gas \$ _____ Car Washes \$ _____ Rep. & Maintenance _____

Parking \$ _____ Insurance \$ _____ Interest portion of any car loan \$ _____

Home Office: Total Sq. ft. of home: _____ Total Sq. ft. of office: _____

Heat \$ _____ Electricity \$ _____ Insurance \$ _____

Maintenance \$ _____ Mortgage interest \$ _____ Property Taxes \$ _____ Rent \$ _____

Equipment Purchased: Equipment purchases over \$500: Equipment Cost _____

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