

SELF EMPLOYED BUSINESS OR PROFESSIONAL INCOME

Name

Business Name

Location

Period from to

If partnership, enter your percentage

Income

Sales, commission or fees

Income reported on T4A slips

Less: Returns, allowance & discounts

GST and / or PST

Reserves deducted the prior year

Other income

Gross income

COST OF GOODS SOLD

Opening inventory

Purchase during year

Sub-contracts

Direct wage costs

Other costs

Subtotal

Less: Inventory end of period

Cost of goods sold

Gross profit

EXPENSES (enter only the business part)

Advertising

Meals and entertainment *50%

Meals and entertainment (long haul truck drivers) *65%

Bad debts

Insurance

Interest

Business tax, fees, licences, dues, memberships, and subscriptions

Office expenses

Supplies

Legal, accounting, and other professional fees

Management and administration fees

Maintenance and repairs

Rent

Salaries, wages and benefits (including employer's contributions)

Property taxes

Travel (including transportation fees, accomodations, and allowable part of meals)

Telephone and utilities

Fuel costs (except for motor vehicles)

Delivery, freight, and express

Motor vehicle expenses

Motor vehicle expenses - other

CCA

ECP

TOTAL BUSINESS EXPENSES

NET INCOME BEFORE BUSINESS USE OF HOME

BUSINESS USE OF HOME EXPENSES

NET BUSINESS INCOME

MOTOR VEHICLE EXPENSES

New vehicle acquired this year?

Make

Date acquired

Cost before GST & PST

GST & PST

Vehicle sold this year?

Date sold

Disposal proceeds

	Vehicle 1	Vehicle 2
Km driven for business		
Total Km driven in year		
Business use %		

Vehicle Expenses:		
Fuel & oil		
Maintenance & repairs		
Insurance		
Interest & financing		
Leasing		
Other		
Subtotal		
CCA		
TOTAL		
BUS PORTION: OPERATING		
CCA		

BUSINESS USE OF HOME EXPENSES

Area of home used for business

Total area of home

EXPENSES

Heat

Electricity

Water

Insurance

Maintenance

Mortgage interest

Property taxes

Strata fees

Rent

TOTAL HOME EXPENSES

LESS Personal use portion

SUBTOTAL

ADD Amount carried forward from previous year

SUBTOTAL

Net income

Amt carried fwd to ____ (year)

Allowable claim

Office equipment purchased or (sold) during year

Furniture and Equipment

Computers