

Self-Employment Summary

If you are self-employed, please complete the following form and return it to our office with your tax records.

Your Name: _____

Business Name: _____ Business Number: _____

Business Address: _____

City: _____ Province: _____ Postal Code: _____

Your % ownership of the business: _____

Partner's Name: _____ Partner's SIN: _____

Partner's Address: _____

Main Product or Service: _____

Internet Business Activities:

How many Internet webpages and websites does your business earn income from? _____

Provide up to five main webpage or site address(es) (also known as URL address(es)):

Percentage of your gross income generated from the webpages and websites: _____ %

Income:

Gross Sales, Commissions, or Fees (including work-in-progress)

Other Income (Details required)

Total

Cost of Goods Sold and Gross Profit:

Opening Inventory

Purchases during the year

Direct Wage Costs

Subcontracts

Other Costs

Closing Inventory

Expenses (not relating to home office):

Advertising

Meals and Entertainment

Bad Debts

Insurance

Interest

Business Taxes, Fees & Licences

Office Expenses

Updated February 2025

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Office Expenses	_____
Office Stationery and Supplies	_____
Legal, Accounting, and Other Professional Fees	_____
Management & Administrative Fees	_____
Rent	_____
Maintenance & Repairs	_____
Salaries, Wages, and Benefits	_____
Property Taxes	_____
Travel	_____
Telephone and Utilities	_____
Convention Fees	_____
Private Health Services Plan Premiums	_____
Auto Expenses (<i>attach Auto Expenses Summary</i>)	_____
Other Expenses*	_____
Total	_____

*Details of Other Expenses

Home Office Expenses:

Area of home used for business	_____ Sq Ft
Total area of home	_____ Sq Ft

Heat	_____
Electricity	_____
Insurance	_____
Maintenance (including strata fees)	_____
Mortgage interest	_____
Property taxes	_____
Other _____	_____
Total	_____

GST/HST Information:

Do the amounts above include GST/HST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a GST/HST registrant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require us to complete your GST/HST return for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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