

# 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 website does your business earn income from? \_\_\_\_\_

Provide the 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 Tax, Fees & Licences

\_\_\_\_\_

Business Dues, memberships & Subscriptions

\_\_\_\_\_ *see over...*

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

\*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 _____	_____
<b>Total</b>	_____

## GST/HST Information:

Do the amounts above include GST/HST?	Yes	No
Are you a GST/HST registrant?	Yes	No
Do you require us to complete your GST/HST return for you?	Yes	No