

**SELF-EMPLOYED INCOME AND EXPENSES**

Full name: \_\_\_\_\_ Reporting period: \_\_\_\_\_ to \_\_\_\_\_  
Type of Business \_\_\_\_\_

**Income** (enter business part only, **must attach proof of business income such as bank statements or invoices**) Sales, commission, or fees \_\_\_\_\_ (a)  
Minus-GST and PST \_\_\_\_\_ (b)  
**Gross profit** (a minus b) **\$** \_\_\_\_\_ (c)

**Expenses** (enter business part only)

|   |       |     |
|---|-------|-----|
| Advertising   | _____ | (d) |
| Meals and entertainment (total spent of \$ _____ @50%                                     | _____ | (e) |
| Insurance   | _____ | (f) |
| Business taxes, licenses, and memberships   | _____ | (g) |
| Office expenses   | _____ | (h) |
| Office stationary and supplies  | _____ | (i) |
| Professional fees (includes legal and accounting fees)                                    | _____ | (j) |
| Management and administration fees  | _____ | (k) |
| Rent (not home office)  | _____ | (l) |
| Repairs and maintenance   | _____ | (m) |
| Salaries, wages and benefits, not including yourself (including employer's contributions) | _____ | (n) |
| Property taxes (not home office)  | _____ | (o) |
| Travel expenses   | _____ | (p) |
| Utilities   | _____ | (q) |
| Fuel costs (excluding motor vehicles)   | _____ | (r) |
| Interest & bank charges   | _____ | (s) |
| Delivery, freight, and express  | _____ | (t) |
| Other expenses (specify) _____  | _____ | (u) |

|  |       |  |  |
|--|-------|--|--|
| <b>Motor vehicle expenses (indicate total amount spent for business and personal purposes)</b> |       |  |  |
| Fuel   | _____ | (1)                                    |  |
| Repairs and maintenance  | _____ | (2)                                    |  |
| Lease payment if a car is leased   | _____ | (3)                                    |  |
| Car washes   | _____ | (4)                                    |  |
| Insurance  | _____ | (5)                                    |  |
| License and registration   | _____ | (6)                                    |  |
| Interest on car loan   | _____ | (7)                                    |  |
| Parking  | _____ | (8)                                    |  |
| Other: _____   | _____ | (9)                                    |  |
| <b>Subtotal</b> (add (1) to (9)=(10))  | _____ | <b>(10)</b>                            |  |
|  |       | <b>Business use portion of vehicle</b> |  |
| Business KM  | _____ | (11)                                   |  |
| Total KM   | _____ | (12)                                   |  |
|  |       | <b>Business percentage</b>             |  |
| ((11) divided by (12))   | _____ | % (13)                                 |  |
|  |       | <b>Subtotal</b>                        |  |
| Business use portion of vehicle expense  | _____ | (v)                                    |  |
|  |       | ((10) multiplied by (13)=(v))          |  |

**\$** \_\_\_\_\_ (v)

|   |       |                                     |  |
|---|-------|-------------------------------------|--|
| <b>Home expenses (indicate total amount spent for business and personal purposes)</b><br>(mandatory to complete if you want to claim) |       |                                     |  |
| Heat  | _____ | (i)                                 |  |
| Electricity   | _____ | (ii)                                |  |
| Insurance   | _____ | (iii)                               |  |
| Maintenance   | _____ | (iv)                                |  |
| Mortgage Interest   | _____ | (v)                                 |  |
| Property Taxes  | _____ | (vi)                                |  |
| Other _____   | _____ | (vii)                               |  |
| <b>Subtotal</b> (add (i) to (vii)=(viii))   | _____ | <b>(viii)</b>                       |  |
|   |       | <b>Business use portion of home</b> |  |
| Area of home used for business in square feet   | _____ | (ix)                                |  |
| Total area of home in square feet   | _____ | (x)                                 |  |
|   |       | <b>Business percentage</b>          |  |
| ((ix) divided by (x))(vii)  | _____ | % (xi)                              |  |
|   |       | <b>Subtotal</b>                     |  |
| Business use portion of home expense  | _____ | (w)                                 |  |
|   |       | ((viii) multiplied by (xi)) = (w)   |  |

**Other expenses** (specify on a separate document) \_\_\_\_\_ (w)  
**Total expenses** (add (d) to (v)=(y)) \_\_\_\_\_ (x)  
**Net income** ((c) minus (y)=(z)) **\$** \_\_\_\_\_ (y)  
**\$** \_\_\_\_\_ (z)

**Remittances made in reporting period:** \_\_\_\_\_

(must attach proof of payment made if you want to claim)

I certify that the information given on this form and in documents attached, is correct and complete and fully discloses all my business income.

Telephone Number: \_\_\_\_\_

Sign here: \_\_\_\_\_

Date: \_\_\_\_\_