

Worksheet for Self-Employed Individuals
Tax Year 20__

Self-Employment Information

Your name: _____

Business name (if applicable): _____

Business number (if applicable): _____

Main product or service: _____

Revenues

Gross Sales, commissions, or fees (excluding / net of GST) _____

Expenses

Advertising _____

Meals and entertainment _____

Insurance _____

Interest _____

Business tax, fees, licences, dues _____

Office expenses _____

Supplies and materials _____

Legal, accounting, and other professional fees _____

Maintenance and repairs _____

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

Travel (transportation fees and accommodations) _____

Fuel costs (except for motor vehicles) _____

Delivery, freight, and postage _____

Equipment purchases (please provide listing) _____

Other (please explain): _____

Other (please explain): _____

Additional Notes: _____

! Please keep your receipts on file and provide us with this summary only.

! If you require GST return preparation services, please advise and provide us with a copy of your GST return.