SELF-EMPLOYED INFORMATION CHECKLIST	Γ (UNINCORPORATED BUSINESS)
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Registered business name:	Partnership [yes/no]:	
Date business commenced [mm/yy]:	Fiscal year-end [dd/mm/yy]:]
GST registered [yes/no]: Business #:		
Do you purchase or dispose of any capital assets (for computers) during the year? [Y/N]	arniture, equipment and	
If yes, please attach details and/or include invoices	and receipts.	

NEW IN THE 2013 TAX YEAR:

Since 2013, the CRA now requires that you provide information about you internet activities. You are required to report the following information (a) the number of internet pages or websites that you earn income from, (b) the website address of your website and any online advertising you do an (c) the percentage of your business that you generate from webpages and websites.

In order for us to report the appropriate information: please provide us with following information:

How many webpages and websites does your business earn income form?	

Please list the main webpage:

What percentage of your gross income is generated from the webpage and websites?

%

(Apparently this even includes someone getting your phone number from the internet. Yes, I am serious!)

STATEMENT OF INCOME AND EXPENSES Income

Sales, commission (Excluding HST)	·	
HST collected on (if included in sale		
Other income (Ple	ease indicate source)	
	Are you using the GST/HST Quicl	k Method? (Y/N)
	Is HST Included in the figu (Y/N)	ires below?
	If you are registered for HST, provide us with the figures not in	
	HST Paid should be tracked	separately!
Cost of Goods So	<u>ld (Excluding HST)</u>	
Opening Inver	ntory	
Purchases (net	t of returns)	
Subcontracts		
Direct Wage C	Costs	
Other costs (p	rovide details)	
Ending Invent	ory	

Business Expenses (EXCLUDING HST)

Advertising		
Meals and entertainment (total)		
Bad debts		
Insurance		
Interest Business tax, fees, licenses, dues, memberships]
Office expenses		
Supplies Legal, accounting and other professional fees]
Management and admin. Fees		
Rent		
Maintenance and repairs		
Salaries, wages, and benefits		
Travel		
Telephone and utilities (Note 1)		
Fuel costs (not for motor vehicles)		
Delivery, freight, courier		
Other (provide details)		

NOTE 1: Includes telephone charges for a separate business or fax line, cell phone charges, business related long distance charges, business portion of internet access charges and utilities paid in relation to an office not in located inside your home (office in home expenses calculated below)

WORK SPACE IN THE HOME:

Area of home used for business (s.f.) Total area of home (s.f.)

PLEASE ENTER TOTAL COSTS - DO NOT PRORATE

Heat	
Electricity	
Insurance	
Maintenance and Repairs	
Mortgage Interest (Not principal portion)	
Property Taxes	
Water	
Security	
Landscaping/snow removal	
Other (provide details)	

AUTOMOBILE EXPENSES (Not Including HST)

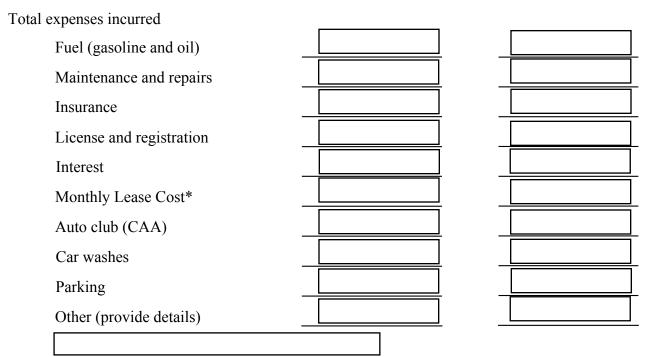
Make of vehicle		
Date of acquisition		
Date of disposition (if in the year)	<u> </u>	

Cost before GST/PST/HST

Please provide purchase or lease agreement that details, as applicable, the purchase price, trade-in value, down payment and Manufacturers List Price.

GST/PST/HST	
Km driven for business	
Km driven in year (total)	

PLEASE ENTER TOTAL COSTS DO NOT PRORATE



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