



**SHARON
PERRY INC**

CHARTERED ACCOUNTANT

SELF-EMPLOYED CHECKLIST

NAME _____ YEAR _____

ADDRESS _____ TELEPHONE _____

EMAIL _____ GST # _____

PRODUCT OR SERVICE _____

	NET	GST	PST	TOTAL REVENUE
BUSINESS INCOME EARNED				
	NET	GST	PST	TOTAL COSTS OF GOODS SOLD
PRODUCTS PURCHASED FOR RESALE				
SUBCONTRACTORS				
	NET	GST	PST	TOTAL EXPENSES
ADVERTISING				
MEALS AND ENTERTAINMENT				
BAD DEBTS (uncollectible A/R)				
INSURANCE (excluding vehicle)				
INTEREST & BANK CHARGES				
BUSINESS TAX, LICENSES & MEMBERSHIPS				
OFFICE EXPENSES				



**SHARON
PERRY INC**

CHARTERED ACCOUNTANT

SUPPLIES & TOOLS				
LEGAL & ACCOUNTING FEES				
MANAGEMENT FEES				
BUSINESS RENT (excluding home office)				
MAINTENANCE & REPAIRS (excluding vehicle)				
WAGES & BENEFITS (including CPP, EI & WCB)				
PROPERTY TAXES (excluding home office)				
BUSINESS TRAVEL & ACCOMMODATIONS				
CELLPHONE & BUSINESS TELEPHONE				
POSTAGE & COURIER				
PRIVATE HEALTH PREMIUMS				
INTERNET				
OTHER EXPENSES (description)				
COMPUTER EQUIPMENT				
COMPUTER SOFTWARE				
EQUIPMENT (description)				
FURNITURE (description)				



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PERSONAL VEHICLE USE TO EARN BUSINESS INCOME

VEHICLE DESCRIPTION _____

VEHICLE OWNED		VEHICLE LEASED	
PURCHASE PRICE		DATE LEASE STARTS	
DATE OF PURCHASE		DATE LEASE ENDS	
CURRENT VALUE		LIST PRICE	

PERCENTAGE OF VEHICLE USED TO EARN BUSINESS INCOME _____

(Kms driven to earn income / total kms driven in the year)

	NET	GST	PST	TOTAL
FUEL				
INTEREST ON VEHICLE LOAN				
INSURANCE				
LICENSE AND REGISTRATION				
MAINTENANCE AND REPAIRS				
LEASE PAYMENTS				
OTHER (SPECIFY)				
PARKING (BUSINESS USE ONLY)				
ANY ADDITIONAL BUSINESS INSURANCE				

**IF YOUR VEHICLE WAS LEASED, PURCHASED OR SOLD
DURING THE YEAR PLEASE PROVIDE ALL DOCUMENTS.**



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HOME OFFICE USE TO EARN BUSINESS INCOME

PERCENTAGE OF HOME USED FOR OFFICE _____
(sq. ft. of home used for office/total sq. ft. of home)

	NET	GST	PST	TOTAL
GAS				
ELECTRICITY				
INSURANCE				
MAINTENANCE & REPAIRS				
MORTGAGE INTEREST				
PROPERTY TAXES				
RENT				
STRATA FEES				
WATER / SEWAGE / GARBAGE COLLECTION				
ALARM SYSTEM				