



**SELF-EMPLOYED INCOME**

Tax Year: \_\_\_\_\_

Please send one upload of all documents below to our secure link on our website.

Name		Date	
Business Name		Business Address	
Industry		Main Product or Service	
Website Address		Revenue Earned from Website	
YES NO			
Registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>	GST number
Do you want us to complete a GST return?	<input type="checkbox"/>	<input type="checkbox"/>	RT

**DETAILS OF OTHER OWNERS AND PARTNERS**

Name	Ownership %	
Address		
Name	Ownership %	
Address		
Name	Ownership %	
Address		

**CAPITAL IMPROVEMENT RENOVATIONS PURCHASE OF EQUIPMENT/APPLIANCES**

Description	BEFORE GST	GST	INCLUDING GST

REVENUE	BEFORE GST	GST	INCLUDING GST
Sales Revenue			
Other:			
<b>TOTAL REVENUE</b> (A)			

COST OF SALES	Before GST	GST	Including GST
Opening Inventory			
Purchases During the Year			



	BEFORE GST	GST	INCLUDING GST
Less: Closing Inventory at Year End			
Material and Supplies			
Direct Wages			
Direct Subcontractors			
Other:			
<b>TOTAL COST OF SALES</b> (B)			

EXPENSES	BEFORE GST	GST	INCLUDING GST
Advertising and Promotion			
Meals and Entertainment			
Bad Debts			
Insurance			
Interest and Bank Charges			
Office Expenses			
Office Stationery and Supplies			
Professional Fees (includes legal and accounting)			
Management and Administration Fees			
Rent			
Repairs and Maintenance			
Salaries, Wages and Benefits			
Property Taxes (Commercial)			
Travel Expenses			
Utilities (Commercial)			
Delivery, Freight and Express			
Licenses and Dues			
Telephone			
Motor Vehicle Expenses (from worksheet)			
Other:			
<b>SUBTOTAL EXPENSES</b>			
Business-Use-of-Home (from worksheet)			
<b>TOTAL EXPENSES</b> (C)			
<b>NET INCOME</b> (A-B-C)			



**BUSINESS-USE-OF-HOME:**

Tax Year: \_\_\_\_\_

Please send one upload of all documents below to our secure link on our website.

Name		Date	
	TOTAL FOR THE YEAR		TOTAL FOR THE YEAR
Heat		Rent	
Electricity (BC Hydro)		Internet	
Insurance		Natural Gas (Fortis BC)	
Repairs and Maintenance		Other:	
Mortgage Interest			
Property Tax			
Utilities			
Strata Fees		<b>TOTAL (D)</b>	

Square Footage of Home Office		(A)
Total Square Footage of Home		(B)
Business Use Percentage		$(A/B \times 100 = C)$
<b>BUSINESS-USE-OF-HOME EXPENSE</b>		$(D \times C)$



**MOTOR VEHICLE EXPENSE:**

Tax Year: \_\_\_\_\_

Please send one upload of all documents below to our secure link on our website.

Name		Date	
Purchase Price of Vehicle		Make	
Date Acquired (YYYY/MM/DD)		Model	
		Year	

	TOTAL FOR THE YEAR		TOTAL FOR THE YEAR
Fuel		Interest on Vehicle Loan	
Maintenance and Repairs		Leasing Costs	
Insurance		Other	
License and Registration		TOTAL (D)	

Kilometers Driven for Business		(A)	
Total Kilometers Driven in the Year		(B)	
Business Use Percentage		$A/B \times 100\% = C$	

Business Use of Vehicle Claim		$D \times C = E$
Parking		F
<b>TOTAL MOTOR VEHICLE EXPENSES</b>		$E + F$

**Note: If you have more than one motor vehicle for business purposes, calculate each vehicle's expenses separately.**

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