



**SELF-EMPLOYMENT WORKSHEET**

**Don't forget to send your supporting documents!**

Want an easier way to track your business receipts? [CLICK HERE](#) for more details!

**Do you use an Accounting System?** If so please provide: Full 2020 Financial Statements **AND** 2019 Balance Sheet.

Name of business: \_\_\_\_\_ Address: \_\_\_\_\_

Main product or service: \_\_\_\_\_

Did you run your business for the whole year?: \_\_\_\_\_ If first year of business, when did you start?: \_\_\_\_\_

Business number: \_\_\_\_\_ If last year of business, when did you stop?: \_\_\_\_\_

Are you registered for HST?  Y  N Would you like us to prepare your annual HST return?  Y  N

*NB. HST returns for annual filers are due June 15; March 31 if a partnership*

Please summarize your business income and expenses below, or provide a copy of the trial balance if you use an accounting package.

**Income - sales, commissions, fees (EXCLUDE ANY HST THAT YOU CHARGED):**

Sales	Commissions and fees	Other
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**Expenses (To discuss - if you are registered for HST, EXCLUDE any HST you paid on purchases; if not, INCLUDE):**

Cost of goods sold (if applicable and if you have inventory, ensure you adjust as per your inventory count/value)	
Advertising	Legal, accounting, professional
Bad debts	Property taxes (on business, not home)
Business tax, fees, licenses, dues, memberships	Rent (on business, not home)
Delivery, freight, express	Supplies
Fuel costs (except motor vehicle)	Salaries, wages and benefits (not for proprietor)
Insurance (not health insurance for self-employed)	Travel (not business use of auto)
Interest and bank charges	Telephone and utilities (on business not home)
Maintenance and repairs	Convention fees
Management and administration fees	Private health plan premiums
Meals & entertainment	Other - please specify:
Office expenses (not "Home office" - see additional worksheet)	



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**Additions to capital assets. (EXCLUDE HST)**

Please summarize. If you use an accounting package, please provide detail of changes in capital asset accounts:

Computer hardware		Computer software		Furniture, fixtures	
Equipment - specify:					
Did you sell or scrap any capital assets? <input type="checkbox"/> Y <input type="checkbox"/> N				If so, what were proceeds?	

**COVID19 Programs**

If you participated in any of the government programs for COVID19, please check off those that apply and we will reach out to go over the specifics :

- Canada Emergency Business Account (CEBA)
- Highly Affected Sectors Credit Availability Program (HASCAP)
- Canada Emergency Wage Subsidy (CEWS)
- Canada Emergency Rent Subsidy (CERS)
- Business Credit Availability Program (BCAP)
- Regional Relief and Recovery Funds (RRRF)
- Support for Indigenous businesses
- Other: \_\_\_\_\_

**Business use of your own car / Business use of home office - SEE SEPARATE WORKSHEETS**