

Checklist for Self-Employed Individuals

	<u>Expense</u>	<u>HST</u>	<u>Total</u>
SALES			
Sales, commissions or fees			-
Interest			-
Other:			-
COST OF SALES			
Purchase of materials			-
Subcontractors			-
Direct wages (Not Owner)			-
Direct supplies			-
EXPENSES			
Accounting and legal fees			-
Advertising			-
Bad debts			-
Bank charges and interest			-
Buisness Insurance			-
Buisness taxes			-
Cell Phone			-
Delivery and freight			-
Fuel costs (except motor vehicles)			-
Internet costs			-
Licenses, dues, memberships			-
Management and administration fees			-
Meals and entertainment			-
Office supplies and expenses			-
Rent (not home)			-
Repairs and maintenance			-
Salaries, wages and benefits (not owner)			-
Shop supplies			-
Telephone and utilities			-
Travel, hotels, etc.			-
Other:			-
MOTOR VEHICLE EXPENSES			
Operating Costs			
Auto club			-
Car washes			-

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	<u>Expense</u>	<u>HST</u>	<u>Total</u>
Gas and oil			-
Insurance			-
Interest on loan to purchase vehicle			-
Lease payments (if vehicle leased)			-
License and registration			-
Parking and toll expenses			-
Repairs and maintenance			-
New Vehicle			
Value of vehicle brought into new buisness			-
Purchase price of new vehicles (copy of invoice desirable)			-
Sale price of old vehicle			-
Kilometres Driven			
Total kilometres driven in a year			
Total kilometres driven for buisness (or estimated % used for buisness)			
BUSINESS USE OF HOME			
(Do not claim GST or HST on residence)			
Electricity			-
Heat			-
Insurance			-
Maintenance			-
Mortgage interest			-
Propery Taxes			-
Rent			-
Other:			-
Percentage of home used for business purposes			
NEW BUSINESS ASSETS			
Computer hardware			-
Furniture and fixtures			-
Equipment			-
Other:			-