

**SELF-EMPLOYED & PROFESSIONAL INCOME INFORMATION CHECKLIST
(UNINCORPORATED BUSINESS)**

1. General Information

Name of Business:

Address same as on Return?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

If NO, please provide address in space below:

Fiscal Period:

(MM/DD/YY)

TO

(MM/DD/YY)

Do you purchase or dispose of any capital assets
(furniture, equipment and computers) during the year?

 YES NO

If YES, please attach details and/or include invoices and receipts.

2. Website Information

Since 2013, the CRA requires that you provide information about your 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; and
- (c) the percentage of your business that you generate from webpages and websites.

How many webpages does your business earn income form?

Please list the address(es) of your main web page(s):

What percentage of your gross income is generated from webpages:

3. HST Registration Information

Instructions: Please use the following sheets to summarize your business income and expenses and the HST figures that you have tracked separately.

4. Statement of Income and Expenses

	TOTAL BEFORE HST	HST PAID
Total Sales Commissions or Fees		
Other Income (please provide details)		
Expenses:		
Advertising		
Meals and entertainment (Please do not prorate)		
Bad debts		
Insurance		not applicable
Interest		not applicable
Business tax, fees, licenses, dues, memberships		
Office expenses (Please provide details of expenses over \$500)		
Supplies		
Legal, accounting and other professional fees		
Management and admin. Fees		
Rent		
Maintenance and repairs		
Salaries, wages, and benefits		not applicable
Travel		
Cell Phone:		
Total		
Business Use %:		
Fuel costs (not for motor vehicles)		
Delivery, freight, courier		
Other:		

5. Motor Vehicle Expenses

Make of Vehicle
 Date of Acquisition
 Date of Disposition

If you have acquired a new vehicle or lease during the year, please be sure to provide us the purchase agreement, financing agreement and/or lease agreement. Please ensure you also provide us with information regarding the disposal of your old vehicle.

If you have multiple vehicles that you use for business, please email us for additional worksheets that you can utilize.

KM Driven for business

-

A

Total KM Driven during the year

-

B

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Please note, CRA requires you maintain a log of all your business KM and total KM travelled during the year. It is your responsibility to provide this log to CRA should they request. If you have questions, please email the office with any questions

PLEASE ENTER TOTAL COSTS, DO NOT PRORATE

	TOTAL BEFORE HST	HST PAID
Fuel		
Maintenance and repairs		
Insurance		not applicable
License and registration		
Interest		not applicable
Lease costs		
Auto Club (eg CAA)		
Oil Changes and Car Washes		
Parking		

6. Work Space in Home

Area of Home Used for Business (sqft)	<input type="text"/>	A
Total area of home (sqft)	<input type="text"/>	B
	<input type="text"/>	

PLEASE ENTER TOTAL COSTS, DO NOT PRORATE

Expenses:

Heat	<input type="text"/>
Electricity	<input type="text"/>
Insurance	<input type="text"/>
Maintenance and repairs	<input type="text"/>
Mortgage Interest	<input type="text"/>
Property Taxes	<input type="text"/>
Water	<input type="text"/>
Security	<input type="text"/>
Rent	<input type="text"/>
Other:	
<hr/>	<input type="text"/>
<hr/>	<input type="text"/>