

Self Employment Checklist

(All expenses should be total for entire year)

Business income for year \$ _____
Did you pay GST? If so, what amount of business income above is GST?
\$ _____
Internet \$ _____ % _____ *(if not 100% business)*
Cell Phone \$ _____ % _____ *(if not 100% business)*
Interest (other than home or car) \$ _____
Membership fees, dues, licenses, subscriptions \$ _____
Office Expenses \$ _____ Advertising \$ _____
Supplies \$ _____
Meals & Entertainment \$ _____
Legal, acctg, other fees \$ _____
Gifts \$ _____ Rent \$ _____ *(if you rent space outside your home)*
Maintenance & Rep \$ _____
Wages & Benefits \$ _____
Travel \$ _____
Vehicle: Make _____ Model _____ Year _____
Approx. value _____
Km for business _____ Km Total for year _____
(provide annual totals for all expenses)
Gas \$ _____
Rep. & Maint. \$ _____
Insurance \$ _____
Lic & Reg \$ _____
Interest on loan for year \$ _____ or annual lease payments
\$ _____
Car washes \$ _____
Parking \$ _____

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(403) 703-7176

sharon@calgaryschoicetaxservices.com

Vehicle: Make _____ Model _____ Year _____

Approx. value _____

Km for business _____ Km Total for year _____

(provide annual totals for all expenses)

Gas \$ _____

Rep. & Maint. \$ _____

Insurance \$ _____

Lic & Reg \$ _____

Interest on loan for year \$ _____ or annual lease payments
\$ _____

Car washes \$ _____

Parking \$ _____

Total Sq. ft of home: _____

Total Sq ft of office: _____

(provide annual totals for all expenses)

Heat \$ _____

Electricity \$ _____

Insurance \$ _____

Maintenance \$ _____

Mortgage interest \$ _____

Property Taxes \$ _____

Equipment Purchased _____

Equipment purchases over \$500 _____

Equipment Cost \$ _____

For Daycare Operations

Include:

In supplies: purchase of toys, food served to children, diapers and anything else used to care for children; car seat, baby gates, etc.

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