



Self Employment Checklist (All expenses should be total for entire year)

Business income for year \$ _____

Did you collect GST? If so, is GST amount collected included in business income total above? Yes / no (circle one) How much GST was collected \$ _____

****IF YOU COLLECTED GST, THEN PLEASE EXCLUDE GST AMOUNTS FROM ALL EXPENSES LISTED BELOW****

Internet \$ _____ % _____ (if not 100% business)

Cell Phone \$ _____ % _____ (if not 100% business)

Interest (other than home or car) & Bank charges \$ _____

Membership fees, dues, licenses, subscriptions \$ _____

Office Expenses \$ _____ Advertising \$ _____

Supplies \$ _____

Meals & Entertainment \$ _____

Legal, accounting, other fees \$ _____

Gifts \$ _____ Rent \$ _____ (if you rent office space outside your home)

Maintenance & Repairs (not including vehicle or home) \$ _____

Wages & Benefits \$ _____

Travel \$ _____ (please separate out meals from all other Travel costs)

Vehicle: Make _____ Model _____ Year _____ Approx. value _____

Km for business _____ Km Total for year _____ OR 100% business - Y or N

(provide annual totals for all expenses)

Gas \$ _____

Car Washes \$ _____

Rep. & Maint. \$ _____

Parking \$ _____

Insurance \$ _____

Interest portion of any car loan \$ _____

Lic & Reg \$ _____

If leased, total lease amount \$ _____

Home Office:

Total Sq. ft of home: _____

Total Sq ft of office: _____

(provide annual totals for all expenses)

Heat \$ _____

Electricity \$ _____

Insurance \$ _____

Maintenance \$ _____

Mortgage interest \$ _____

Property Taxes \$ _____

Rent \$ _____

Equipment Purchased:

Equipment purchases over \$500

<u>Equipment</u>	<u>Cost</u>
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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.

“Let us worry about your taxes, so you don’t have to”

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