



## Calgary's Choice Tax Services

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

Business income for year \$ \_\_\_\_\_ (if paid GST, this amount should exclude gst)

Did you collect GST? 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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