

SELF-EMPLOYMENT OR UNINCORPORATED BUSINESS CHECKLIST

1. IDENTIFICATION

Registered business name: _____ Partnership [yes/no]: _____

Date business commenced [mm/yy]: _____ Fiscal year-end [dd/mm/yy]: _____

GST registered [yes/no]: _____ Business #: _____

Business activity: _____ **Attached**

Summary of income and expenses by category **[Complete page 2]** _____

Detailed listing of GST collected on revenue and GST paid on expenses, including copies of any GST returns filed (or not filed) and installments paid. _____

List of revenue billed at year-end, but not collected ("accounts receivable"). _____

List of expenses owing at year end, but not paid ("accounts payable"). _____

2. CAPITAL ASSETS (List of purchased or disposed during the year)

Detailed listing of capital assets purchased or disposed during the year. _____

| | <u>PURCHASED</u> | <u>DISPOSED</u> |
|-------------------------|-----------------------------------|-------------------------------|
| | GST <input type="checkbox"/> excl | <input type="checkbox"/> incl |
| Furniture | _____ | _____ |
| Equipment | _____ | _____ |
| Computers | _____ | _____ |
| Software | _____ | _____ |
| Tools | _____ | _____ |
| Goodwill | _____ | _____ |
| Other (provide details) | | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

3. SELF EMPLOYED or UNINCORPORATED BUSINESS

Statement of income and expenses

Income

Sales, commissions, or fees (excluding GST, HST & PST) _____

GST/HST collected on sales _____

Other income _____

Are you using the GST Quick Method (Y/N)? _____

Expenses

TOTAL*

GST/HST*

GST incl excl

Cost of goods sold _____

Subcontracts _____

Advertising, Promotion & gifts _____

Bad debts _____

Licenses, dues, memberships _____

Delivery, freight, courier _____

Business insurance _____

Bank & credit cards charges _____

Maintenance and repairs _____

Management and admin. Fees _____

Meals and entertainment (total) _____

Office expenses _____

Supplies _____

Legal, accounting and other professional fees _____

Rent _____

Salaries, wages, and benefits _____

Private health insurance premiums _____

Travel _____

Telephone ** _____

Internet and network services _____

Other (provide details) _____

* If you are using the GST Quick Method, or you have not tracked GST separately, show expenses including the GST. If you are claiming input tax credits (ITCs) and you have tracked GST separately, then show expenses excluding GST, and record related GST paid in the column to the right.

** Include telephone charges for a separate business or fax line, and business related long distance charges.

4. AUTOMOBILE EXPENSES total operating costs per vehicle for business use

| | Vehicle 1 | Vehicle 2 |
|--------------------------------------|-----------|-----------|
| Make of vehicle | _____ | _____ |
| Date of acquisition | _____ | _____ |
| Date of disposition (if in the year) | _____ | _____ |
| Cost before GST and PST * | _____ | _____ |
| GST and PST | _____ | _____ |
| Km driven for business | _____ | _____ |
| Km driven in year (total) | _____ | _____ |
| Total expenses incurred | | |
| Monthly lease cost | _____ | _____ |
| Fuel and oil | _____ | _____ |
| Maintenance and repairs | _____ | _____ |
| Insurance | _____ | _____ |
| License and registration | _____ | _____ |
| Interest | _____ | _____ |
| Auto club (CAA) | _____ | _____ |
| Car wash | _____ | _____ |
| Parking | _____ | _____ |
| Tolls | _____ | _____ |
| Other (provide details) | _____ | _____ |

ALSO INCLUDE:

- | |
|--|
| <ul style="list-style-type: none"> • Auto purchase agreement (showing purchase price, trade-in value and down payment) or • Lease term sheet (showing Manufacturers List Price and down payment) |
|--|

5. WORK SPACE IN THE HOME: (provide total expense - do not prorate)

| | |
|--------------------------|-------|
| Office area (s.f.) | _____ |
| Total area (s.f.) | _____ |
| Mortgage interest | _____ |
| Property taxes | _____ |
| Insurance | _____ |
| Rent | _____ |
| Heat | _____ |
| Electricity | _____ |
| Water | _____ |
| Repairs and maintenance | _____ |
| Security | _____ |
| Landscaping/snow removal | _____ |
| Other (provide details) | _____ |