

Self-Employment - Sole-Proprietor Summary 2020

Your Name _____

Your Business Name _____

Did you register GST?

GST# _____

Do the following amounts include GST ?

Revenue:

Gross Business Income _____

GST included in above _____

Direct Costs:

Direct Materials _____

Direct Subcontracts _____

Operating Expenses:

Advertising _____

Meals and entertainment _____

Bad debt _____

Insurance _____

Bank charges _____

Business licences, dues, memberships & subscriptions _____

Office supplies _____

Legal & accounting fees (excl. our fees) _____

Management / admin fees & casual labour _____

Repairs & maintenance for equipment _____

Travel (transportation fees & accommodations) _____

Cell phone service charges _____

Delivery, courier, shipping fees _____

Training _____

Other operating expenses _____

Vehicle Information

Make _____ Model _____ Year _____
Total kilometers driven in the calendar year _____ km
Kilometres driven for business, included in the total kilometers _____ km
Fuel _____ Maint .& Repairs (incl. Washes) _____
Lease cost _____ Automobile Insurance _____
Registration _____ Parking _____

Business-Use-of Home Expenses (if no other business locations)

Business Space _____ Sq.ft. / Total _____ Sq.ft.
Heat, Electricity & Water _____ Home Insurance _____
Cable TV / Internet _____ Property Taxes _____
Mortgage Interest _____ Condo Fees _____
Home Security _____ Rent (if renting) _____

Other Information

Capital assets purchased during the year - Please list or attach receipts.
(e.g. business vehicle, computer, office equipment)

