

# Howland Tax

S E R V I C E S

## 2005 Self-Employment Checklist (Canada)

What is your main product or service?

\_\_\_\_\_

Name of business

\_\_\_\_\_

Business address

\_\_\_\_\_

\_\_\_\_\_

Fiscal year end

\_\_\_\_\_

### Income

Income reported on T4A's

\_\_\_\_\_

Income not reported on T4A's

\_\_\_\_\_

Other sales, commissions, or fees

\_\_\_\_\_

Per diems, royalties

\_\_\_\_\_

### GST Registrants

Does the above income include GST Collected?

Yes – includes GST

No – does not include GST

GST collected

\_\_\_\_\_

Input Tax Credits

\_\_\_\_\_

### Cost of Goods Sold

Inventory at beginning of year

\_\_\_\_\_

Purchases during the year

\_\_\_\_\_

Wage and sub-contract costs

\_\_\_\_\_

Other costs

\_\_\_\_\_

Inventory at end of year

\_\_\_\_\_

## Expenses

*Although we don't need to see them, you should have receipts or statements to document all expenses.*

Please indicate if expenses include GST:

- Yes – expenses include GST**  
 **No – expenses do not include GST**

Accounting, legal, consulting	_____
Advertising, promotion, publicity	_____
Bad Debts	_____
Bank charges	_____
Business tax, fees, licenses, dues	_____
Convention expenses	_____
Delivery, shipping, freight	_____
Equipment rental	_____
Insurance on business assets	_____
Interest on business loans	_____
Maintenance and repairs	_____
Management and Administration fees	_____
Meals and entertainment (total)	_____
Office rent	_____
Office supplies	_____
Other supplies and materials	_____
Professional development	_____
Property taxes on business property	_____
Research costs	_____
Salaries, wages, and benefits	_____
Subscriptions to industry periodicals	_____
Supplies (specify)	_____
Telephone and utilities	_____
Training courses (lodging, tuition, etc)	_____
Travel (not auto)	_____
Uniforms, cleaning & alterations	_____

Private health services plan premiums (not including public plans, such as MSP) \_\_\_\_\_

Other expenses (please specify)

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**Business Use of Home**

Total square footage of home

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Square footage of areas used for business purposes

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**OR:** Total rooms in home

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Number of rooms used for business purposes

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Did you use the business area of the home exclusively for business purposes?

If an area was used partly for business and partly for personal purposes, please indicate that area's square footage and the percentage of time it was used for personal purposes.

Mortgage interest or rent paid

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Insurance

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Repairs or maintenance

---

Hydro

---

Heat, water, other utilities

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Property taxes

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Other expenses

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*Write down the **total** amounts for the home, even if you did not personally pay for all of the expenses.*

**Automobile**

Total kms driven in 2005

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Kms driven for business in 2005

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Did you acquire a new vehicle?

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Cost of new vehicle

---

Make and model

---

Disposal of old vehicle

\_\_\_\_\_

Insurance

\_\_\_\_\_

Repairs and maintenance

\_\_\_\_\_

Licence fees

\_\_\_\_\_

Gas and oil

\_\_\_\_\_

Car washes

\_\_\_\_\_

Loan interest

\_\_\_\_\_

Auto club membership

\_\_\_\_\_

Parking

\_\_\_\_\_

*Write down the **total** amounts for the vehicle, even if you did not personally pay for all of the expenses.*

**Acquisitions and Disposals in 2005**

Equipment

\_\_\_\_\_

Cost or Proceeds

\_\_\_\_\_

Office furniture

\_\_\_\_\_

Cost or Proceeds

\_\_\_\_\_

Computer equipment

\_\_\_\_\_

Cost or Proceeds

\_\_\_\_\_

Other equipment (provide breakdown)

\_\_\_\_\_

Cost or Proceeds

\_\_\_\_\_

**Other Items**

If you have any other items related to your business operations, please list them here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_