

# Howland Tax Services

## 2009 Self-Employment Checklist (Canada)

What is your main product or service?

\_\_\_\_\_

Name of business

\_\_\_\_\_

Business address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fiscal year end (usually Dec. 31)

\_\_\_\_\_

### Income

Income reported on T4A slips

\_\_\_\_\_

Income not reported on T4A slips

\_\_\_\_\_

Other sales, commissions, or fees

\_\_\_\_\_

Per diems, royalties

\_\_\_\_\_

Other income

\_\_\_\_\_

### GST/HST Registrants

Does the above income include GST/HST collected?

**Yes - includes GST/HST**

**No - does not include GST/HST**

GST/HST collected during 2009

\_\_\_\_\_

Input Tax Credits claimed during 2009

\_\_\_\_\_

What GST/HST calculation method do you use?

**Regular or Simplified Method**

**Quick Method**

**I Don't Know**

### Cost of Goods Sold

Inventory at beginning of year

\_\_\_\_\_

Purchases during the year

\_\_\_\_\_

Wage and subcontract costs

\_\_\_\_\_

Other costs

\_\_\_\_\_

Inventory at end of year

\_\_\_\_\_



Uniforms, cleaning and alterations \_\_\_\_\_  
Union dues, business taxes and licenses \_\_\_\_\_

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

Other expenses (provide breakdown) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Business Use of Home**

Total square footage of home \_\_\_\_\_  
Square footage of areas used for business purposes \_\_\_\_\_

**OR:** Total rooms in home \_\_\_\_\_  
Number of rooms used for business purposes \_\_\_\_\_

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.

\_\_\_\_\_

**Write down the total amounts for the home:**

Mortgage interest or rent paid \_\_\_\_\_  
Insurance \_\_\_\_\_  
Home maintenance and repairs \_\_\_\_\_  
Hydro \_\_\_\_\_  
Heat, water, other utilities \_\_\_\_\_  
Property taxes \_\_\_\_\_  
Strata fees \_\_\_\_\_  
Other expenses \_\_\_\_\_  
\_\_\_\_\_

**Automobile**

Total kilometers vehicle was driven in 2009 \_\_\_\_\_  
Kilometers driven for business in 2009 \_\_\_\_\_

Did you acquire a new vehicle?

Yes

No

Cost of new vehicle

\_\_\_\_\_

Make and model

\_\_\_\_\_

Disposal of old vehicle or trade in allowance

\_\_\_\_\_

**Write down the total amounts for the vehicle:**

Insurance

\_\_\_\_\_

Maintenance and repairs

\_\_\_\_\_

License fees

\_\_\_\_\_

Gas and oil

\_\_\_\_\_

Car washes

\_\_\_\_\_

Loan interest

\_\_\_\_\_

Lease charges

\_\_\_\_\_

Auto club membership

\_\_\_\_\_

Parking

\_\_\_\_\_

**Equipment Purchases and Disposals in 2009**

	<b>Purchases</b>	<b>Disposals</b>
Office furniture	_____	_____
Cost or proceeds	_____	_____
Computer equipment	_____	_____
Cost or proceeds	_____	_____
Equipment (provide breakdown)	_____	_____
Cost or proceeds	_____	_____
Equipment (provide breakdown)	_____	_____
Cost or proceeds	_____	_____

**Other Items**

Please indicate any other taxable items related to your business operations here.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_