

Self-Employment Summary

If you are self-employed, please complete the following form and return it to our office with your tax records.

Your Name _____ Business Name _____

Business Address _____

Business Number _____ GST Number _____ QST Number _____

Your % ownership of the business: _____ Partner's Name _____

Partner's address _____

Main Product or Service _____

Internet Business Activities:

How many Internet webpages and websites does your business earn income from? _____

Provide up to five main webpage or site address(es) (also known as URL address(es)):

Percentage of your gross income generated from the webpages and websites: _____ %

Gross Sales, Commissions, or Fees (including work-in-progress) _____

Other Income (Details required) _____

Total _____

Cost of Goods Sold and Gross Profit:

Opening Inventory _____

Purchases during the year _____

Direct Wage Costs _____

Subcontracts _____

Other Costs _____

Closing Inventory _____

Expenses (not relating to home office):

Advertising _____

Meals and Entertainment _____

Bad Debts _____

Insurance _____

Interest _____

Business Taxes, Fees & Licences _____

Office Expenses _____

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Office Stationery and Supplies _____
Legal, Accounting, and Other Professional Fees _____
Management & Administrative Fees _____
Rent _____
Maintenance & Repairs _____
Salaries, Wages, and Benefits _____
Property Taxes _____
Travel _____
Telephone and Utilities _____
Convention Fees _____
Private Health Services Plan Premiums _____
Auto Expenses (*attach Auto Expenses Summary*) _____
Other Expenses* _____
Total _____

*Details of Other Expenses

Home Office Expenses:

Area of home used for business _____ Sq Ft
Total area of home _____ Sq Ft

Heat _____
Electricity _____
Insurance _____
Maintenance (including strata fees) _____
Mortgage interest _____
Property taxes _____
Other _____
Total _____

GST/QST Information:

Do the amounts above include GST/QST? Yes No
Are you a GST/QST registrant? Yes No
Do you require us to complete your GST/QST return for you? Yes No