

N.E. Bookkeeping & Tax Services  
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Tax Year \_\_\_\_\_

## Self-Employment Income & Expenses

### 1. Business / Personal Income

Name of Taxpayer: \_\_\_\_\_ Business Operating Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Type of income  Business  Commission  Professional

Gross sales, commissions or fees (excluding GST collected or collectible) \$ \_\_\_\_\_

Registered for GST? Yes  No  GST Registration # \_\_\_\_\_ Will we be filing your GST? Yes  No

GST collected or collectible for the year \$ \_\_\_\_\_

### 2. Expenses

	Expense excl GST	GST included	TOTAL RECEIPT
<i>Note if you are not registered for GST you can provide total receipt \$ only.</i>			
Advertising			
Meals & entertainment (incl 50% GST not claimable on GST return)			
Bad debts			
Insurance			
Interest			
Business tax, fees, licenses, dues, memberships, & subscriptions			
Office expenses			
Supplies			
Legal, accounting & other professional fees			
Management & administration fees			
Rent			
Maintenance and repairs			
Salaries, wages, & benefits (including employer's contributions)			
Property taxes			
Travel (including transportation fees & accommodations)			
Telephone and Utilities			
Fuel costs (except for motor vehicle)			
Delivery, freight & expenses			
Motor vehicle expenses	Complete Chart		
Business-use-of-home / Home Office Expenses	Complete Chart		
Capital cost allowance	See Section 3		

**3. Capital Cost Allowance**

**ADDITIONS**

Details of equipment additions in the year

Class number	Property details	Total cost

Details of building addition in the year

Class number	Property details	Total cost

**DISPOSITIONS**

Details of equipment dispositions in the year

Class number	Property details	Proceeds of disposition

Details of building dispositions in the year

Class number	Property details	Proceeds of disposition