



4003 48 Ave, Innisfail, AB T4G 1J6 | 403-848-3408 | info@nebooksandtax.ca

## Self-Employment Income & Expenses

**Tax Year:**

1. Business / Personal Income

Name of Taxpayer: \_\_\_\_\_

Business Operating Name: \_\_\_\_\_

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

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

CRA Business Number: \_\_\_\_\_

Registered for GST? Yes No GST Registration #: \_\_\_\_\_

Will we be filing your GST? Yes No

GST collected or collectible for the year \$

2. Expenses

<i>Note if you are not registered for GST you can provide total receipt \$ only.</i>	Expense excl GST	GST included	Total on Receipt
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			



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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



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## 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



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## Motor Vehicle Expenses

Tax Year: \_\_\_\_\_

Tax Payer Name: \_\_\_\_\_

### CHART A – MOTOR VEHICLE EXPENSES

	Vehicle #1	Vehicle #2
Description of automobile (year, make, model)		
Enter the kilometers you drove in the tax year to earn business income		
Enter the total kilometers you drove in the tax year		
Fuel (gas, propane, oil)		
Interest (See Chart B)		
Insurance		
License and registration		
Maintenance and repairs		

### CHART B – AVAILABLE INTERST EXPENSE

	Vehicle #1	Vehicle #2
Date interest payments commenced		
Date interest payments terminated		
Total Interest Paid		

**Please provide loan documents**



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## **Home Office Expenses**

**Tax Year:**

**PLEASE PROVIDE EXACT  
AMOUNTS. NOT ROUNDED  
AMOUNT OR ESTIMATES**

**Taxpayer Name:**

**Square Footage of home used for business:**

**Total Square Footage of home:**

	<b>Total Yearly Expense</b>
<b>Heat</b>	
<b>Power</b>	
<b>Water/Sewer/Garbage</b>	
<b>Insurance</b>	
<b>Rent (if renting)</b>	
<b>Mortgage Interest (principal cannot be claimed)</b>	
<b>Property Taxes</b>	
<b>Maintenance</b>	
<b>Internet</b>	
<b>Phone</b>	

**\*\* PLEASE PROVIDE TOTAL AMOUNTS – NOT JUST BUSINESS PORTION**