



SELF EMPLOYMENT SUMMARY

Business Name & Contact Information

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Business Address

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Nature of Business Activity

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Income

Gross sales, commissions, fees etc (include GST)	
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GST collected on income	
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Cost of Goods

Opening inventory	
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Purchases during the year	
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Closing inventory	
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Total Inventory	
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Direct wage costs	
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Subcontractors	
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Other costs	
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Total Cost of Goods	
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Expenses

Advertising	
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Meals and entertainment (staff)	
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Meals and entertainment (client)	
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Bad debts	
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Insurance	
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Interest	
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Business tax, fees, licences, dues, memberships and subscriptions	
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Offices expenses	
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Supplies	
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Legal, accounting and other professional fees	
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Management and administration fees	
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Rent	
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Maintenance and repairs	
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Salaries, wages and benefits (include employer contribution)	
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Property taxes	
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Travel	
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Telephone and utilities	
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Delivery, freight and express	
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Other expenses	
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Total Expenses	
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Net income	
Percentage of ownership	
Share of net income	
Schedule A - Motor Vehicle	
Description	
Make	
Model	
Year	
Date acquired	
Purchase or lease	
Cost before taxes	
GST/HST/PST	
Total Cost	
Expenses	
Parking Fees	
Fuel	
Maintenance and repairs	
Insurance	
Licence and registration	
Interest on vehicle loan/lease	
Other	
Total Expenses	
Annual kilometers	
Business related kilometers	
Schedule B - Home Office	
Expenses	
Heat	
Electricity	
Insurance	
Maintenance and repairs	
Mortgage interest	
Property taxes	
Other	
Total Expenses	
Total area of home	
Area of home used for business	