



## SELF EMPLOYMENT PERSONAL TAX RETURN SUMMARY

Client name	_____	Percentage of ownership	_____
Email	_____	Phone number	_____
Business name	_____		
Business address	_____		
	_____		
GST Number	_____		
Type of business	_____		

### REVENUE

Sales (before GST)	_____	
GST collected	_____	_____
		_____

### COST OF SALES

Opening inventory	_____	
Purchases	_____	
Ending inventory ( <i>please enter as a negative value</i> )	_____	_____
		_____
Direct wages	_____	
Subcontractors	_____	
Other costs	_____	_____
		_____
		_____

### EXPENSES

Accounting & legal	_____	
Advertising	_____	
Dues, licenses, memberships	_____	
Insurance	_____	
Meals & entertainment	_____ x 50%	
Office expenses	_____	
Rent	_____	
Salary & wages	_____	
Telephone	_____	
Travel	_____	
Utilities	_____	
Other	_____	_____

### NET INCOME

_____
_____
_____

## BUSINESS USE OF HOME

Square footage of office	_____	
Total square footage of home	_____	_____
		_____
Electricity	_____	
Heat	_____	
Insurance	_____	
Maintenance	_____	
Mortgage interest	_____	
Property taxes	_____	_____
		_____
		_____

## AUTOMOBILE SUMMARY

Year	_____	
Make	_____	
Model	_____	
Date of purchase	_____	
Original purchase price (incl. GST)	_____	
Annual kilometers driven	_____	
Business related kilometers	_____	_____
Fuel	_____	
Insurance	_____	
Interest on vehicle loan	_____	
License & registration	_____	
Maintenance	_____	
Parking	_____	_____
		_____
		_____

