

**INFORMATION OF BUSINESS ACTIVITIES (SELF-EMPLOYMENT)**

Name: \_\_\_\_\_ SIN: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
 Partner 1: \_\_\_\_\_ SIN: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
 Partner 2: \_\_\_\_\_ SIN: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
 Fiscal period: \_\_\_\_\_ to \_\_\_\_\_ Tel/Fax: \_\_\_\_\_

Income	
1 Sales, commissions or fees	
2 Income reported on T4A slips	
Cost of Goods Sold (business portion only)	
3 Opening inventory	
4 Purchases during the year	
5 Sub-contracts	
6 Direct wage costs	
7 Other costs (specify: _____ )	
8 Closing inventory	
Expenses (business portion only)	
9 Advertising	
10 Bad debts	
11 Business tax, fees, licenses	
12 Dues, memberships, subscriptions	
13 Delivery, freight, and express	
14 Insurance (except for motor vehicles)	
15 Interest	
16 Maintenance and repairs	
17 Management and administration fees	
18 Meals and entertainment (100%)	
19 Office expenses	
20 Supplies	
21 Legal	
22 Accounting	
23 Other professional fees	
24 Property taxes	
25 Rent	
26 Salaries, wages and benefits (incl. employer's contributions)	
27 Travel	
28 Telephone	
29 Utilities	
AUTO expenses	
30	Description of automobile: _____
	Total mileage for the year: _____ km Mileage to earn income: _____ km
31 Fuel (gasoline)	
32 Maintenance and repairs	
33 Insurance	
34 Licence & registration	
35 Car loan interest	(Principle: _____, No. of yrs: _____)
36 Car leasing	
37 BCAA	
38 Air care	
39 Car wash	
40 Parking charges	

Name: \_\_\_\_\_ SIN: \_\_\_\_\_

<b>Capital cost allowance (CCA)</b>		
<b>41</b> Office equipment Office equipment (20%) CCA	Cost: _____	Purchased date: _____
<b>42</b> Automobile Automobile (30%) CCA	Cost: _____	Purchased date: _____
<b>43</b> Computer Computer (30%) CCA	Cost: _____	Purchased date: _____
<b>44</b> Other assets (specify: _____ )	Cost: _____	Purchased date: _____
<b>Business-use-of-home expenses</b>		
<b>45</b> Area of home used for business	_____ sq.ft.	Own: <input type="checkbox"/>
<b>46</b> Total area of home	_____ sq.ft.	Rent: <input type="checkbox"/>
<b>47</b> Heat		
<b>48</b> Electricity		
<b>49</b> Insurance		
<b>50</b> Repair & maintenance		
<b>51</b> Mortgage interest		
<b>52</b> Property taxes		
<b>53</b> Rent		
<b>54</b> Strata fees		
<b>55</b> Water & sewer		
<b>56</b> Other expenses (specify: _____ )		
<b>Notes:-</b>		