

Self-Employment / Business / Professional Income

Summary for _____ tax year

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Name of Business Owner: _____

Business Name: _____

Business Number: _____

Address: _____

Main Product or Service: _____

(Postal Code)

Registered for GST? Y/N

Partnership % _____ Name & SIN of other partners: _____

If you are involved in construction activities and you make payments to sub-contractors for construction services, you must report amounts paid on T5018.

T5018 statement of contract payments? Y/N

T5018 prepared by Owner? Y/N

Sales/Gross Revenue \$ _____ Does Gross Revenue include GST? Y/N

Cost of Goods Sold:

Beginning inventory \$ _____

Purchases during the year \$ _____

Closing inventory \$ _____

Expenses for the year:

Advertising & Promotion \$ _____

Meals & Entertainment \$ _____

Bad Debts \$ _____

Insurance (commercial) \$ _____

Interest \$ _____

Business tax, licenses, dues, memberships \$ _____

Office Expenses \$ _____

Legal, accounting & other professional fees \$ _____

Management & Admin fees \$ _____

Rent \$ _____

Maintenance & repairs (buildings or equipment) \$ _____

Supplies, small tools \$ _____

Salaries, wages, benefits \$ _____

Sub-contractors \$ _____

Property taxes (business property) \$ _____

Travel (incl. transportation fees, \$ _____

accommodation, & allowable part of meals)

Telephone & internet \$ _____

Utilities (business property) \$ _____

Fuel (other than vehicle) \$ _____

Freight & delivery \$ _____

Convention \$ _____

Training \$ _____

Other: _____ \$ _____

Capital Asset acquired or disposed of? Y/N

(Please list details on page 2.)

Vehicle Operating Expenses:

Bought or sold a vehicle? Y/N

Kilometers: Business only _____ kms

Started or stopped leasing a vehicle? Y/N

Total kms for year _____ kms

Year, Make and Model of Vehicle: _____

Fuel \$ _____

Maintenance & Repairs \$ _____

Insurance \$ _____

Interest \$ _____

Leasing \$ _____

Parking \$ _____

Other: _____ \$ _____

Office in Home:

Heat \$ _____

Electricity \$ _____

Insurance \$ _____

Maintenance \$ _____

Mortgage Interest \$ _____

Office area (sq ft): _____

Total house (sq ft): _____

Rent: \$ _____

Property taxes \$ _____

Water & Sewer \$ _____

Other: _____ \$ _____

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Page 2

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A capital asset is property that is expected to generate value over a long period of time. It has an expected useful life or more than one year.

Examples of capital assets: Buildings, computer equipment, machinery, vehicles

Asset **Additions** in the Year:

Property Description: _____

Date Purchased: _____

Bill of Sale attached? Y/N

Cost of Asset: \$ _____

Property Description: _____

Date Purchased: _____

Bill of Sale attached? Y/N

Cost of Asset: \$ _____

Property Description: _____

Date Purchased: _____

Bill of Sale attached? Y/N

Cost of Asset: \$ _____

Please attach lease or loan documents.

Assets **Disposed of** in the Year:

Property Description: _____

Date Sold/Disposed of: _____

Bill of Sale attached? Y/N

Proceeds of Disposition: \$ _____

Was this asset scrapped? Y/N

Property Description: _____

Date Sold/Disposed of: _____

Bill of Sale attached? Y/N

Proceeds of Disposition: \$ _____

Was this asset scrapped? Y/N

Property Description: _____

Date Sold/Disposed of: _____

Bill of Sale attached? Y/N

Proceeds of Disposition: \$ _____

Was this asset scrapped? Y/N

Notes: _____
