

# APPENDIX A

## SELF-EMPLOYED INCOME & EXPENSES

We recommend using the following schedule to submit your self-employed income and expenses to us. You are free to continue using your own method of reporting the amounts to us, but we highly recommend reviewing the schedule below to ensure you have included every applicable amount.

Please provide a separate schedule if you have separate lines of business or professional income.

Please note that **we do not need receipts** for self-employed income and expenses, but please keep them for your records for 7 years.

If you are **registered for HST**, show the amounts separately. If you are **not registered for HST**, only show the total amounts.

If you earned business income from the internet, provide the main website and the percentage of gross income you earned from each for your 5 largest websites (use additional space if needed):

http:// \_\_\_\_\_ % of gross income from this site: \_\_\_\_\_

Principal product or service: \_\_\_\_\_

SELF-EMPLOYED INCOME & EXPENSES	TOTAL (including HST)	HST (if applicable)
<b>INCOME</b>		
<b>EXPENSES:</b>		
Advertising		
Meals and entertainment		
Bad debts		
Insurance		n/a
Interest		n/a
Business tax, fees, licenses, dues, memberships, and subscriptions		
Office expenses		
Supplies		
Legal, accounting, and other professional fees		
Management and administration fees		
Rent		
Maintenance and repairs		
Salaries and benefits		
Commissions paid, allowances, and bonuses		
Property taxes		n/a
Travel		
Telephone and utilities		
Delivery and freight		
Private health plan premiums		n/a
Other:		
Other:		
Capital asset additions (i.e. computer, furniture):		
Capital asset additions (i.e. computer, furniture):		

(Continued on the next page)

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## SELF-EMPLOYED INCOME & EXPENSES

BUSINESS USE OF HOME OFFICE	TOTAL (including HST)	HST (if applicable)
Area for business use only (square feet)		
Total house area (square feet)		
Heat		
Electricity		
Insurance		n/a
Maintenance		
Mortgage interest		n/a
Property taxes		n/a
Rent		n/a
Other:		

AUTOMOBILE	TOTAL (including HST)	HST (if applicable)
Make and year of vehicle		
km driven for business purposes		
Total km driven in year		
If leased, lease payments in the year		n/a
If leased, date lease began (if began in 2016)		
If owned, interest costs for the year		n/a
If owned, date of purchase if in 2016 (and attach purchase agreement)		
Fuel and oil		
Maintenance and repairs		
Insurance		
License and registration fees		n/a
Other (CAA, 407 ETR, etc.)		
Parking		n/a