

Self-Employed Business Worksheet

Client name

Business Name

Line of Business

Address

Are you registered for GST/HST? Yes
 No

IF YES:

Please provide your GST/HST number RT What method do you use?
 Regular
 Quick
 Simplified

Do you want Collins Barrow to prepare your HST return?
 Yes
 No If no, please provide a copy of your GST/HST filings for the last year.

INCOME	
Sales, commissions, fees (exclude GST/HST)	<input type="text"/>
Sales adjustment for GST/HST (Quick Method only)	<input type="text"/>
Total Income	<input type="text"/>

COST OF GOODS SOLD/DIRECT COSTS	
Opening Inventory	<input type="text"/>
Purchases and other direct costs incurred during the year	<input type="text"/>
Less: Closing Inventory	<input type="text"/>
Total Cost of Goods Sold/Direct Costs	<input type="text"/>
Gross Profit	<input type="text"/>

EXPENSES	
Accounting, legal and professional fees	<input type="text"/>
Advertising and promotion	<input type="text"/>
Bad debts, excluding GST/HST	<input type="text"/>
Meals and entertainment	<input type="text"/>
Business taxes, fees, licenses, membership fees	<input type="text"/>
Delivery, freight, express, courier	<input type="text"/>
Private health service plan premiums	<input type="text"/>
Home office costs (complete Home Office Worksheet)	<input type="text"/>
Insurance (general liability, business asset contents)	<input type="text"/>
Interest and bank charges	<input type="text"/>
Management and administration fees	<input type="text"/>
Motor vehicle (complete Business Use of Motor Vehicle Worksheet)	<input type="text"/>
Office supplies and expenses	<input type="text"/>
Rent, excluding home office	<input type="text"/>
Salaries and benefits (employer's contributions)	<input type="text"/>
Supplies	<input type="text"/>
Telephone and utilities	<input type="text"/>
Travel	<input type="text"/>
Other (please specify)	<input type="text"/>
Total Expenses	<input type="text"/>
Net Income	<input type="text"/>
New asset purchases (provide a list by type, e.g. computer hardware, furniture, office equipment, vehicles)	<input type="text"/>