

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)

Sales adjustment for GST/HST (Quick Method only)

Total Income

COST OF GOODS SOLD/DIRECT COSTS

Opening Inventory

Purchases and other direct costs incurred during the year

Less: Closing Inventory

Total Cost of Goods Sold/Direct Costs

Gross Profit

EXPENSES

Accounting, legal and professional fees

Advertising and promotion

Bad debts, excluding GST/HST

Meals and entertainment

Business taxes, fees, licenses, membership fees

Delivery, freight, express, courier

Private health service plan premiums

Home office costs (complete Home Office Worksheet)

Insurance (general liability, business asset contents)

Interest and bank charges

Management and administration fees

Motor vehicle (complete Business Use of Motor Vehicle Worksheet)

Office supplies and expenses

Rent, excluding home office

Salaries and benefits (employer's contributions)

Supplies

Telephone and utilities

Travel

Other (please specify)

Total Expenses

Net Income

New asset purchases (provide a list by type, e.g. computer hardware, furniture, office equipment, vehicles)