

## Self-employment Statement of Activities - Worksheet

### Identification

Tax year	
Client name	
Client SIN	
Business name	
Business address	
Business number?	
GST registered? Y/N	
Main product or service	
Last year of business? Y/N	
Percentage of partnership	
Partner name	
Partner address	
Partner SIN:	

### Income and Earnings (Less GST/HST if you are registered)

Sales, commissions or fees (Not reported on T4A)	
Sales, commissions or fees (Box 20 on T4A)	
Other (specify details and amounts below)	

### Cost of Goods Sold (Less GST/HST if you are registered)

Purchases during the year (net returns, allowances and discounts)	
Subcontracts	
Direct wage costs (WSIB)	
Other costs	
Opening inventory	
Closing inventory	

**Expenses (Less GST/HST if you are registered)**

Advertising	
Meals and entertainment (excluding meals while traveling)	
Bad Debts	
Insurance	
Interest	
Business 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 wages	
Travel (including transportation fees, hotels)	
Travel (meals while traveling)	
Telephone, cell phone, fax line, internet	
Utilities	
Delivery, freight and express	
Convention fees	
Bank fees	
Other expenses (Specify description and amounts below) – NOTE: Any individual items over \$200 must be itemized in the CCA / Fixed asset area below.	

**CCA / Fixed assets acquired and disposed of. (All depreciable property over \$200 in value Including vehicles, business furniture, office equipment etc.)**

Date Purchased / Disposed of	Description	Cost	Percentage used for business

**Business Use of Home Expenses (Less GST/HST if you are registered)**

Total # rooms / Square feet of home	
Total # rooms / Square feet in business space	
Electricity	
Gas	
Home insurance	
Maintenance	
Mortgage interest	
Property Taxes	
Rent	
Home Phone	
Internet	
Water	
Other expenses (Specify description and amounts below)	

**Motor Vehicle Expenses (Less GST/HST if you are registered)**

Year, Make Model of vehicle

Total km driven in year	
Total km driven in year to earn income	
Fuel (gas/oil)	
Insurance	
License and registration	
Maintenance and repairs	
Business parking	

**Complete applicable below if vehicle financed or leased**

Date payments began	
Date payments stopped	
Interest paid (only if financed)	
Lease payments (only if leased)	
Total lease payments deducted before this fiscal period for the vehicle	
Manufacturer's list price new (only if leased)	
Purchase price (only if financed)	