

Self-employment Statement of Activities

Identification

Tax year
 Client name
 Client SIN
 Business name
 Business address
 Business number?
 HST 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 HST if you are HST 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 HST if you are HST registered)

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

Expenses (Less HST if you are HST 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 HST if you are HST 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 HST if you are HST 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	
407 ETR	
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)	

I hereby declare that the above amounts are accurate and do not include any HST/GST if I have declared so in the first section of this form and have provided my HST #. I understand that in the event of any further re-assessment or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. Tanya Hilts is processing my return based only on the figures I have provided and is not responsible for any costs or implications arising from any items that may be disallowed upon any such audit or review. Note: This is not an official Canada Revenue Agency form and should not be filed with your tax return. This form is for use by Tanya Hilts only in the preparation of your return.

Signature: _____ Date: _____