

## Business Self Employment Worksheet

|                                     |  |
|-------------------------------------|--|
| Your name                           |  |
| Business name                       |  |
| Type of business or service         |  |
| Start Date in 2011 (if new company) |  |

|              |                                                                          |
|--------------|--------------------------------------------------------------------------|
| \$           | Sales or fee income                                                      |
| \$           | GST received (if included in sales)                                      |
| \$           | Purchases of inventory (materials)                                       |
| \$           | Closing inventory value                                                  |
| \$           | Subcontracted wages                                                      |
| \$           | Advertising (ads, business cards, promotions)                            |
| \$           | Meals and Entertainment                                                  |
| \$           | Insurance (on business)                                                  |
| \$           | Interest                                                                 |
| \$           | Business Tax, fees, Licenses, dues, memberships and subscriptions        |
| \$           | Office expenses                                                          |
| \$           | Supplies                                                                 |
| \$           | Legal, accounting and other professional fees                            |
| \$           | Management and administration fees                                       |
| \$           | Rent (business space)                                                    |
| \$           | Salaries, wages                                                          |
| \$           | Travel (transportation fees, accommodations) except Auto Expenses        |
| \$           | Telephone, pager                                                         |
| \$           | Delivery, freight and express                                            |
| \$           | Other specify                                                            |
|              | <b>Automobile Expenses for Business Use</b>                              |
| <b>Km</b>    | Km driven for business purposes (you should keep a log or diary)         |
| <b>Km</b>    | Total km driven in the entire year Jan - Dec. 2011                       |
| \$           | Gas                                                                      |
| \$           | Repairs and maintenance on vehicle                                       |
| \$           | Insurance                                                                |
| \$           | License and Registration fees                                            |
| \$           | Interest on money borrowed to purchase car (from bank statement of loan) |
| \$           | Leasing Costs                                                            |
| \$           | Parking expenses                                                         |
| \$           | Other                                                                    |
| \$           | If vehicle bought in 2011, when?: _____ purchase price                   |
|              |                                                                          |
|              | <b>Home Office Expenses</b>                                              |
| <b>sq ft</b> | Square footage of area used                                              |
| <b>sq ft</b> | Square footage of home                                                   |
| \$           | Heat costs for Jan-Dec. 2011                                             |
| \$           | Electricity                                                              |
| \$           | Insurance                                                                |
| \$           | Maintenance and repairs                                                  |
| \$           | Interest only on the mortgage                                            |
| \$           | Property taxes                                                           |
| \$           | Other expenses specify                                                   |



# TAXMISERS

1056 Wilson Ave., Suit 107, Downsview, On, M3K 1G6 Telephone: 416-398-2937, Fax: 416-946-1859

[www.taxmisers.com](http://www.taxmisers.com)