

### SELF-EMPLOYMENT INCOME AND EXPENSE WORKSHEET

Name (First Name, Last Name): \_\_\_\_\_

Business Name: \_\_\_\_\_

Main Product or Service: \_\_\_\_\_ % Ownership: \_\_\_\_\_

Are you GST Registered?  Yes  No (If "No", ignore the "Net" and "GST" Columns below)

Mecklai Tax and Accounting to prepare and file your GST Return?  Yes  No

#### INCOME/REVENUE

	GROSS	NET	GST
Sales, commissions, or fees			

#### COST OF GOODS SOLD

Purchases			
Direct Wage Costs			
Subcontracts			
Other Costs (Specify):			

#### OPERATING EXPENSES

Advertising			
Meals and Entertainment			
Bad Debts			
Insurance			
Bank Charges			
Interest on Business Loans			
Business Tax, Fees, Licenses, Dues			
Office Expenses			
Supplies			
Legal, Accounting, & other Professional Fees			
Management & Administration Fees			
Rent (Excluding Home Office)			
Maintenance & Repairs			
Salaries, Wages & Benefits			
Property Taxes			
Business Travel Expense			
Business Phone and Utilities:			
Heat			
Water			
Telephone			
Other (Specify):			
Fuel Costs (except for motor vehicles)			
Delivery, Freight, and Express			

Other Expenses (Specify):			

**BUSINESS USE OF MOTOR VEHICLE**

Make and year of vehicle: \_\_\_\_\_

Is the vehicle purchased during the year?  Yes  No

If "yes", please provide the following:

- Date the vehicle was purchased (mm/dd/yyyy): \_\_\_\_\_
- Cost before taxes: \_\_\_\_\_

KM Driven for Business/Employment		Total KM Driven in the Year	
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**MOTOR VEHICLE EXPENSES**

Fuel	
Insurance	
License and Registration Fees	
Maintenance and Repairs	
If financed: Interest Paid	
If Leased: Lease Charges	
Other Expenses (i.e. Parking, Toll, etc. – Please specify):	

**HOME OFFICE**

Area for Business Use Only (Sq. Ft.)		Total House Area (Sq. Ft.)	
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Heat	
Electricity	
Insurance	
Maintenance and Repairs	
Mortgage Interest	
Property Taxes	
Other Expenses:	
Rent	
Cable and Internet	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_