

2017 SELF-EMPLOYED BUSINESS WORKSHEET

Business Name: _____

Are you registered for the GST/HST? Yes / No

If yes, please provide your GST/HST registration number _____

Have you filed your 2017 GST/HST return(s)? (Provide Copy) Yes / No

GST/HST reporting method Quick / Regular

Do you require us to prepare your GST/HST return? Yes / No

Would you like us to E-File your GST/HST return? Yes / No

Please refer to the footnotes located on Motor Vehicle and Home Office Worksheet, where appropriate

INCOME

Sales, commissions, fees (exclude GST/HST) \$ _____

Sales adjustment for GST/HST - Quick Method (Footnote 1) _____

TOTAL INCOME (A) _____

COST OF GOODS SOLD

Opening inventory _____

Purchases and other costs incurred during the year _____

Less: closing inventory _____

TOTAL COST OF GOODS SOLD (B) (_____)

GROSS PROFIT

(A - B) = (C) _____

EXPENSES (Business Portion ONLY)

Advertising _____

Meals and entertainment (Footnote 2) Total costs _____ x 50% _____

Bad debts _____

Insurance _____

Interest and bank charges _____

Business taxes, fees, licenses, membership fees _____

Office expenses _____

Supplies _____

Legal, accounting and other professional fees _____

Hendry Warren accounting fees + _____ = _____

Management and administration fees _____

Rent (excluding home office) _____

Maintenance and repairs _____

Salaries, wages and benefits _____

Property taxes (excluding home office) _____

Travel _____

Telephone and utilities (excluding home office) _____

Delivery, freight, and express _____

Motor vehicle (complete Motor Vehicle Worksheet) **Insert (I from pg 10)** _____

Capital cost allowance (Footnote 1, 3) _____

Home office costs (complete Home Office Worksheet) **Insert (N from pg 10)** _____

Health and dental insurance premiums (Footnote 4) _____

Other: _____

TOTAL EXPENSES (D) (_____)

NET INCOME

(C - D) \$ _____