



Tel: (416) 900-4188
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2022 SELF EMPLOYMENT PERSONAL TAX RETURN SUMMARY

Client Name
Business Name
Business Address
Type of Business

REVENUE

Sales (before GST)
GST Collected

COST OF SALES

Opening Inventory
Closing Inventory
Purchases
Subcontracts
Direct Wages
Other Direct Costs

EXPENSES

Advertising
Meals and entertainment x 50%
Insurance
Taxes, Licenses, Dues, memberships
Office expenses
Legal & Accounting
Rent
Salaries and wages
Travel
Telephone
Utilities
Other (provide description)



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BUSINESS USE OF HOME

Complete this section if you used a home office during the year and wish to claim expenses

Square footage of office _____ sq. ft.
 Total square footage of home _____ sq. ft.
 _____ %

Heat _____
 Electricity _____
 Insurance _____
 Maintenance _____
 Mortgage interest (request statement from bank) _____
 Property taxes _____

2022 SELFEMPLOYMENT AUTOMOBILE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for 2022

Client Name: _____

VEHICLE SPECIFICATIONS

Year _____
 Make _____
 Model _____
 Date of purchase _____
 Original Purchase price - including GST _____

BUSINESS USE CALCULATION

Please use the following section to calculate your business use, or provide an approximate %
 Note that CRA has increased its scrutiny on business automobile expenses and has recently disallowed claims where no logbook was used to track actual usage

Odometer deading at January 1 _____ km
 Odometer deading at December 31 _____ km
 Kilometers driven for business use _____ km
 Business use portion _____ %

EXPENSES

Fuel and oil _____
 Loan interest (request statement from bank) _____
 insurance _____
 License and registration _____
 Repairs and maintenance _____
 Lease payments _____
 Parking _____