



Tel: (416) 900-4188  
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**2023 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 \_\_\_\_\_

**2023 SELFEMPLOYMENT AUTOMOBILE SUMMARY**

Please complete this schedule for each vehicle you are claiming expenses for 2023

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 \_\_\_\_\_