



Tel: (416) 900-4188
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2019 SELFEMPLOYMENT 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 _____

2019 SELFEMPLOYMENT AUTOMOBILE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for 2019

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 _____