

**SELF-EMPLOYED INCOME AND EXPENSES**  
(INCLUDING SUBCONTRACTORS)

Your name \_\_\_\_\_  
Name of your business \_\_\_\_\_

**INCOME:**

Business, commission income (before GST or PST) \$ \_\_\_\_\_  
Other income \_\_\_\_\_ \$ \_\_\_\_\_

**EXPENSES: (include business portion only)**

**Note: motor vehicle and home office expenses should be entered in the next section (see Page 2)**

- Advertising** ..... \$ \_\_\_\_\_  
*Costs to advertise the business or finder's fee*
- Meals and entertainment** ..... \$ \_\_\_\_\_  
*Incurred to entertain clients or for other business purposes (e.g. going to a convention)*
- Bad debts** ..... \$ \_\_\_\_\_  
*Amount that work was performed and included in revenues but will not be collected*
- Insurance** ..... \$ \_\_\_\_\_  
*Commercial insurance incurred on buildings, machinery etc. Do NOT include auto insurance and home insurance.*
- Interest** ..... \$ \_\_\_\_\_  
*Interest on loans taken out to finance the business*
- Business taxes, dues, licenses etc.** ..... \$ \_\_\_\_\_  
*Include any annual license fees (e.g. professional dues, business licenses, membership in trade associations)*
- Office expenses and supplies** ..... \$ \_\_\_\_\_  
*Include miscellaneous office expenses used in your business (e.g. courier, postage, stationery)*
- Legal and accounting fees** ..... \$ \_\_\_\_\_  
*Include any legal or accounting fees related to the business (e.g. bookkeeping and business consulting fees)*
- Management and administration fees** ..... \$ \_\_\_\_\_  
*Include any fees paid to another party to operate your business*
- Rent** ..... \$ \_\_\_\_\_  
*Include amounts paid for an office. Do NOT include home office rent here.*
- Maintenance and repairs** ..... \$ \_\_\_\_\_  
*Include any expenses incurred to repair assets of the business*
- Salaries, wages and benefits** ..... \$ \_\_\_\_\_  
*Include employer's contribution and other benefits you paid to employees*
- Property taxes** ..... \$ \_\_\_\_\_  
*Property taxes paid for the year. Do NOT include home office property taxes here.*
- Travel** ..... \$ \_\_\_\_\_  
*Include expenses incurred for business travel.*
- Telephone and utilities** ..... \$ \_\_\_\_\_  
*Include any utilities paid for the business (e.g. Internet, water...etc). Do NOT include home telephone and home utilities*
- Other expenses: (List)** \_\_\_\_\_ \$ \_\_\_\_\_

(to be continued)

**SELF-EMPLOYED INCOME AND EXPENSES - Page 2**  
 (INCLUDING SUBCONTRACTORS)

Your name \_\_\_\_\_  
 Name of your business \_\_\_\_\_

**CAPITAL EXPENDITURES**

List capital items purchased for the business property this year. These would be purchases over \$500 that will be used for longer than 1 year. For example: computer, office furniture

Description: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**MOTOR VEHICLE EXPENSES**

If you have purchased or leased a vehicle during the year, please provide us with a copy of the sales invoice or lease agreement. If more than one vehicle was used in your business during the year, please prepare a separate schedule below for each vehicle.

# km's driven for business purposes   
 total km's driven in the year   
 Date of acquisition (if this year)   
 Date of disposition (if this year)   
 Fuel and oil \$ \_\_\_\_\_  
 Maintenance and repairs \$ \_\_\_\_\_  
 Insurance \$ \_\_\_\_\_  
 Lease costs \$ \_\_\_\_\_  
 Parking \$ \_\_\_\_\_  
 Interest on auto loan \$ \_\_\_\_\_

**HOME OFFICE EXPENSES:**

Total house sq ft   
 Home office sq ft   
 Heat \$ \_\_\_\_\_  
 Electricity \$ \_\_\_\_\_  
 Home insurance \$ \_\_\_\_\_  
 Maintenance \$ \_\_\_\_\_  
 Mortgage interest \$ \_\_\_\_\_  
 Property tax \$ \_\_\_\_\_  
 Rent \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

DISCLAIMER: This schedule has been prepared for personal tax clients of Peter Y.H. Shum Inc. to assist in gathering their tax information. This schedule does not, nor is it intended to cover all tax legislation related to self-employed income and expenses and should not be relied upon as a substitute for personalized professional advice.