

# Self Employment (Client Supplied Information)

Business Name \_\_\_\_\_  
Business Number \_\_\_\_\_

New clients - Please download Self-Employment Checklist and complete and return along with this form

Income \_\_\_\_\_  
HST \_\_\_\_\_  
TOTAL INCOME \_\_\_\_\_

## Expenses

HST \_\_\_\_\_  
Cost of Goods Sold \_\_\_\_\_  
Direct Wages \_\_\_\_\_  
Subcontracts \_\_\_\_\_  
Advertising \_\_\_\_\_  
Meals and entertainment \_\_\_\_\_  
Bad Debt \_\_\_\_\_  
Insurance \_\_\_\_\_  
Interest \_\_\_\_\_  
Business tax, fees, licences, dues, memberships \_\_\_\_\_  
Office expenses \_\_\_\_\_  
Supplies \_\_\_\_\_  
Legal, accounting, and other professional fees \_\_\_\_\_  
Management and administrative fees \_\_\_\_\_  
Rent \_\_\_\_\_  
Maintenance and supplies \_\_\_\_\_  
Salaries, wages, and benefits (including employers contributions) \_\_\_\_\_  
Property taxes \_\_\_\_\_  
Travel (including transportation fees, accommodations, and allowable part of meals) \_\_\_\_\_  
Telephone and utilities \_\_\_\_\_  
Fuel costs (except motor vehicles) \_\_\_\_\_  
Delivery, freight and express \_\_\_\_\_

**Please complete page 2 for**      **Business Use of Vehicle**  
   **Business Use of Home**  
   **Purchase/Disposal of Equipment/Land/Vehicle or Building**

