

Supplement for Self-employed Individuals

Please indicate totals for each category. Indicate HST totals separately.

Is the business address the same as your home address? If not, please provide the business address in the next column.	
What was your revenue for 2021 (before GST/HST)?	
Are you registered for HST? If yes, are we preparing the HST return?	
Do your web pages or websites generate business or professional income? If yes, please provide up to five main web pages or website addresses (URL's). Also provide the percentage of your gross income generated from the web pages and websites.	
Expenses: Please provide a financial statement (if prepared) OR a summary of related income and business expenses for the following categories.	
Advertising:	
Meals and entertainment:	
Bad debts:	
Insurance:	
Interest and bank charges:	
Business taxes, licenses and memberships	
Office expenses:	
Office stationery and supplies:	
Professional fees (includes legal and accounting fees):	
Management and administration fees:	
Rent:	
Repairs and maintenance:	
Salaries, wages, and benefits (including employer's contributions):	
<i>Please specify if you received any of these subsidies in 2021:</i>	

- Canada Emergency Wage Subsidy (CEWS)	
- Temporary Wage Subsidy for Employers (TWS)	
- Canada Emergency Business Account (CEBA)	
- Canada Emergency Rent Subsidy (CERS)	
- Other (please specify)	
Property taxes:	
Travel expenses:	
Utilities:	
Fuel costs (except for motor vehicles):	
Delivery, freight, and express:	
Other (please specify):	

Motor Vehicle Use

Do you use a motor vehicle for business use?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please answer the following questions.		
What is the approximate number of kilometres driven in 2021 <i>to earn business income</i> ?		
What is the approximate total number of kilometres driven during 2021?		
Did you buy or lease a new vehicle?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please provide a copy of the purchase and sales agreement or lease agreement.		
Expenses:		
For calculation of expenses related to a motor vehicle, please indicate the following expenses:		
Fuel (gas, propane, oil, electricity):		
Interest:		
Insurance:		
License and registration fees:		
Maintenance and repairs:		
Leasing costs:		
Other expenses (e.g. car wash):		

Capital Assets

Did you purchase capital assets for your business in 2021? (e.g. furniture, equipment, computers)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please indicate the item(s) and each item's cost.		

Home Office

Do you have a home office?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you meet one of the following criteria. a. The home office is where you work more than 50% of the time; <u>or</u> b. The home office space is used only to earn your business income, and you use more than 50% of the time to meet your clients, customers, or patients		
If yes, please answer the following questions.		
What is the approximate square footage of your home office?		
What is the approximate square footage of your home?		
Expenses: For calculation of business-use-of-home expenses please indicate the following expenses:		
Heat:		
Electricity:		
Water		
Insurance:		
Maintenance:		
Mortgage interest:		
Property taxes:		
Other expenses (please specify):		