

Supplement for Self-employed Individuals

Please indicate totals for each category. Indicate HST totals separately. All questions refer to 2023.

Business #1 (Complete a separate form for each business)

Please provide the operating name of your business	
Is the business address the same as your home address? If not, please provide the business address in the next column.	
What is your ownership percentage in the business?	
Please provide information on the other owner(s) and their ownership percentage if applicable	
Are you registered for HST? If yes, are we preparing the HST return?	
If you would like us to prepare the HST return, please provide your business number, and access code.	
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.	

Income and Expenses

Please provide a financial statement (if prepared) OR a summary of related income and business expenses for the following categories.			
	Total (with HST)	Total (without HST) – if registered for HST	HST Total – if registered for HST
Gross sales, commission, or fees			
Expenses:			
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):			
If your business received any government subsidies in 2023, please provide the name of the subsidy and amount received:			
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 2023 <i>to earn business income</i> ?			
What is the approximate total number of kilometres driven during 2023?			
Did you buy or lease a new vehicle? If yes, please provide a copy of the purchase and sales agreement or lease agreement.		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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 2023? (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.			
<ul style="list-style-type: none"> a. The home office is where you work more than 50% of the time; or 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):			