

407 – 223 Nelson's Crescent New Westminster, BC V3L 0E4

\*denotes professional corporation

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lorennancke.com

## SELF-EMPLOYMENT INCOME AND EXPENSE WORKSHEET

Your name:	
Business name:	
Main product or service:	Are you GST registered? 🗖 Y 🚨 N
Do you own 100% of the business? ☐ Y ☐ N	LN to prepare your GST return? □ Y □ N
Revenue	Business Use of Motor Vehicle
Gross revenue	Make and year of vehicle
GST	If purchased during the year, indicate
Net revenue	date and cost before taxes
Cost of goods sold	Km for business/employment or %
Purchases for the year	Total Km driven
Subcontracts	Fuel
Operating Expenses	Maintenance and repairs
Advertising	Insurance
Meals and entertainment	License and registration
Bad debts	Parking
Bank charges	If financed: interest paid
Insurance	If leased: lease charges
Interest on business loans	Home Office
Business licenses, dues and fees	Area for business use (square feet)
Office expenses	Total area of home (square feet)
Supplies	Heat
Legal, accounting & other fees	Electricity
Management & administration fees	Insurance
Business rent (excl. home office)	Maintenance and repairs
Maintenance and repairs	Mortgage interest
Salaries, wages and benefits	Property taxes
Business travel	Internet/cable
Business phone and utilities	Home telephone
Delivery and freight	Other
Other	Other
Other	Other

All expenses should be totaled from actual receipts that can be presented to the CRA in the event of an audit. **Need more info?** Call or email us, or visit our website at lorennancke.com.