

# Self-Employed Income and Expenses

## Checklist 2022



|  |  |
|--|--|
| <b>Name of Business:</b>                         |  |
| <b>Type of Business:</b>                         |  |
| <b>Business Number:</b>                          |  |
| <b>Full name Co-Owners and percentage owned:</b> |  |

| <b>Revenue:</b>                                    | <b>Dollar Amount (\$)</b>                           |
|--|---|
| <i>Gross Income</i>                                |   |
|  |   |
| <b>Expenses:</b>                                   |   |
| <i>Advertising</i>                                 |   |
| <i>Insurance</i>                                   |   |
| <i>Meals and Entertainment</i>                     |   |
| <i>Office Expense</i>                              |   |
| <i>Legal and Accounting</i>                        |   |
| <i>Interest and Bank Charges</i>                   |   |
| <i>Repairs and Maintenance</i>                     |   |
| <i>Supplies</i>                                    |   |
| <i>Travel</i>                                      |   |
| <i>Utilities</i>                                   |   |
| <i>Salaries</i>                                    |   |
| <i>Rent</i>  |   |
| <i>Dues</i>  |   |
| <b>Vehicle:</b>                                    |   |
| <i>Year, Make, Model</i>                           |   |
| Kilometers driven for business                     |   |
| If leased, date lease began                        |   |
| Purchase /sale price                               |   |
| Gas  |   |
| Insurance  |   |
| Repair and Maintenance                             |   |
| Interest on Auto Loans                             |   |
| Leasing  |   |
| <b>Is your business Registered for HST? Yes No</b> | <b>Is HST included in the above amounts? Yes No</b> |

**Business Use of Home -Who is eligible? – You must meet one of the following criteria`s:**

- Use your home as your principal place of business
- Use the space only to earn business income and using it on a regular and ongoing basis to meet your clients, customers or patients.

| <b>Business Use of Home Expenses:</b> |  |  |  |
|---------------------------------------|--|--|--|
| <i>Heating</i>                        |  | <i>Home Insurance</i>                  |  |
| <i>Water</i>                          |  | <i>Maintenance</i>                     |  |
| <i>Mortgage Interest</i>              |  | <i>Property Taxes</i>                  |  |
| <b><i>Square footage of home</i></b>  |  | <b><i>Square footage of office</i></b> |  |

*\*\* While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.*