

SELF EMPLOYMENT FORM

Operating Name: _____

Business Number: _____ *From CRA Paperwork, NOT your Master License

Description: _____

Revenue (no HST): _____ HST Collected: _____

Is KeyPoint filing your HST return? ☐ Yes ☐ No (Only available to annual filers)

Cost of Goods (Include HST in your totals)

Supplies: _____

*Direct cost to the product or service

Subcontracting: _____

Expenses (Include HST in your totals)

USD Expenses: (Post in CAD Equivalency)

Advertising: _____

Meals: _____

* No alcohol

Bad Debts: _____

x

Insurance: _____

x

Bank Fees & Int: _____

x

Dues & License: _____

Office Expenses: _____

Professional: _____

* Accounting, Bookkeeping, Legal

Rent: _____

* Not home rent, only direct rent for business.

Utilities Hydro: _____

Utilities Gas: _____

Utilities Water: _____

Property Taxes: _____

Repairs & Main: _____

Salary/Payroll: _____

Submit T4 Summary; Include Benefits

Travel: _____

* Train, Flights, Parking, etc.

OTHER

Equipment: _____

x

Equip Rental: _____

x

Subcontract: _____

Phone: _____

x

Training: _____

Travel: _____

* Train, Flights, Parking, etc.

Shipping/Freight: _____

Other: _____

→ →

Other: _____

→ →

Other: _____

→ →

IF NEW CLIENT: Please send your previous year tax return along with your submission of this form if you were self employed last year as well.

Did your business receive any grants:

☐ GRANTS \$ _____

Note: _____

☐ GRANTS \$ _____

Note: _____

Any other notes you want to let us know?
