

SELF EMPLOYED REVENUES AND EXPENSES LIST

Please use one form per revenue source

Please enter data into YELLOW cells only

Name:					Tax Year:	
Revenue Source		SUBTOTAL	GST /HST	TOTAL	Notes	
		-				
Costs of Good Sold					Notes	
Opening inventory						
Purchases during the year (for specific jobs)		-				
Direct wage costs						
Subcontracts						
Other costs		-				
Closing inventory						
Expenses					Notes	
Advertising		-				
Meals and entertainment		-				
Bad debts		-				
Insurance						
Interest						
Business tax, fees, licenses, dues, memberships and subscriptions		-				
Office expenses		-				
Supplies (kept in stock/on hand)		-				
Legal, accounting and other professional fees		-				
Management and administration fees		-				
Rent – business only, not personal home		-				
Maintenance and repairs		-				
Salaries, wages, benefits (including employer's contributions)						
Property taxes (only if you own a property for your business)						
Travel		-				
Telephone (business only) and utilities		-				
Fuel costs – other than auto		-				
Delivery, freight		-				
Other (please specify)		-				
GST/HST PAID BY INSTALLMENT					For the tax year noted above	
PERSONAL TAX INSTALLMENTS PAID					For the tax year noted above	
Equipment Purchase		SUBTOTAL	GST/HST Paid	TOTAL	Value over \$500 each - Please provide invoice	
Item #1		-				
Item #2		-				
Item #3		-				