



**SELF EMPLOYED INDIVIDUALS**

**Below we have included important information that is often missed when initially submitting information to complete self-employed returns for individuals: Please fill in the information below and circle the correct responses. Please provide information of all other expenses in an organized format or outlined on the business income and expenses form that is also available on our website.**

**ARE YOU A HST REGISTRANT** Yes No

IF YES TO ABOVE:

Are the expense and revenue figures you are providing including or excluding HST Include Exclude

Do you require us to complete your annual HST return filing Yes No

If Yes have you made any HST installments in the year Yes No

If Yes please provide amount of HST installments made for year \_\_\_\_\_

**BUSINESS USE OF AUTOMOBILE:**

Number of kilometers used for business purposes in year \_\_\_\_\_

Number of total kilometers traveled in year \_\_\_\_\_

**NOTE: When claiming business use of vehicle, remember a log is required to be kept in order to justify your mileage claims to the Canada Revenue Agency.**

Are you leasing or financing a vehicle you are claiming Business use for: Yes No

**IF YES PLEASE COMPLETE RELEVANT INFORMATION:**

Make and model of vehicle \_\_\_\_\_

Amount of Lease payments for the year (net of HST) \_\_\_\_\_

Amount of interest paid on vehicle loan \_\_\_\_\_

Insurance cost for Vehicle \_\_\_\_\_

Repairs and Maintenance for Vehicle \_\_\_\_\_



License and registrations costs \_\_\_\_\_

Parking/tolls/car washes \_\_\_\_\_

Did you Buy and/or Sell or lease a new vehicle in Year Yes No

If Yes:

Please provide us with copy of bill of sale or lease of new vehicle Yes No

If vehicle is financed please ensure financing details are on bill of sale or please provide details. Yes No

If old vehicle not used as trade in, amount old vehicle sold for \_\_\_\_\_

**BUSINESS USE OF HOME:**

Do you use a portion of your home exclusively for business Yes No

IF YES:

Amount of square footage used for business purposes \_\_\_\_\_

Amount of total square footage of home \_\_\_\_\_

Heat \_\_\_\_\_

Electricity \_\_\_\_\_

Insurance \_\_\_\_\_

Repairs and Maintenance \_\_\_\_\_

Mortgage interest \_\_\_\_\_

Property taxes \_\_\_\_\_

**Notes:**

**TELEPHONE LINES IN THE HOME THAT ARE NOT DEDICATED BUSINESS LINES ARE NOT DEDUCTIBLE FOR BUSINESS PURPOSES.**