

APPENDIX A

SELF-EMPLOYMENT / BUSINESS INCOME & EXPENSES:

Name of business:	
Description of business:	
Address:	

Are you registered to charge GST? Yes _____ No _____ If yes, what is your GST#? _____ If you answered YES to any of the above, is GST included in the amounts below? Yes _____ No _____

REVENUE	AMOUNT
Sales	\$
Commissions	\$

EXPENSES	AMOUNT
Purchases	\$
Advertising	\$
Meals and entertainment	\$
Bad debts	\$
Insurance	\$
Interest	\$
Business tax, fees, licences, dues, memberships	\$
Office expenses	\$
Supplies	\$
Legal, accounting, and other professional fees	\$
Management and administration fees	\$
Rent	\$
Maintenance and repairs	\$
Salaries and wages (other than self)	\$
Property taxes (excluding home office)	\$
Travel	\$
Utilities (excluding home office)	\$
Telephone (land line, cell, fax)	\$
Delivery, freight, and express	\$
Other (please specify)	\$
	\$

CAPITAL ASSETS PURCHASED DURING THE YEAR:

	AMOUNT	AMOUNT
Equipment	\$	\$
Furniture and fixtures	\$	\$
Computers – hardware	\$	\$
Computers – software	\$	\$
Other:	\$	\$
	\$	\$