

## 2009 SELF-EMPLOYED BUSINESS WORKSHEET

Business Name: \_\_\_\_\_

Are you registered for the GST? (Yes/No) \_\_\_\_\_

If yes, please provide your GST registration number \_\_\_\_\_

Have you filed your 2009 GST return? \_\_\_\_\_ (Provide copy)

GST reporting method (Quick/Regular) \_\_\_\_\_

Do you require us to prepare your GST return? (Yes/No) \_\_\_\_\_

*Please refer to the footnotes located on Motor Vehicle and Home Office Worksheet, where appropriate*

### INCOME

Sales, commissions, fees (exclude GST and PST) \$ \_\_\_\_\_

Sales adjustment for GST - Quick Method (Footnote 1) \_\_\_\_\_

TOTAL INCOME

### COST OF GOODS SOLD

Opening inventory \_\_\_\_\_

Purchases and other costs incurred during the year \_\_\_\_\_

Less: closing inventory \_\_\_\_\_

TOTAL COST OF GOODS SOLD ( \_\_\_\_\_ )

### GROSS PROFIT

### EXPENSES (Business Portion ONLY - Note 6)

Accounting, legal and professional fees \_\_\_\_\_

Advertising and unrestricted promotion \_\_\_\_\_

Bad debts, excluding GST \_\_\_\_\_

Restricted meals and entertainment (Footnote 4) \_\_\_\_\_

Business taxes, fees, licences, membership fees \_\_\_\_\_

Delivery, freight, express, courier \_\_\_\_\_

Health and dental insurance premiums (Footnote 7) \_\_\_\_\_

Home office costs (complete Home Office Worksheet) \_\_\_\_\_

Insurance \_\_\_\_\_

Interest and bank charges \_\_\_\_\_

Management and administration fees \_\_\_\_\_

Motor vehicle (complete Motor Vehicle Worksheet) \_\_\_\_\_

Office supplies and expenses \_\_\_\_\_

Rent, excluding home office \_\_\_\_\_

Salaries and benefits \_\_\_\_\_

Telephone \_\_\_\_\_

Capital cost allowance (Footnote 1 and 3) \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL EXPENSES ( \_\_\_\_\_ )

### NET INCOME

\$