

2010 SELF-EMPLOYED BUSINESS WORKSHEET

Business Name: _____

Are you registered for the GST/HST? (Yes/No) _____

If yes, please provide your GST/HST registration number _____

Have you filed your 2010 GST/HST return? _____

(Provide copy)

GST/HST reporting method (Quick/Regular) _____

Do you require us to prepare your GST/HST return? (Yes/No) _____

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

INCOME

Sales, commissions, fees (exclude GST/HST) _____

\$ _____

Sales adjustment for GST/HST - 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

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GROSS PROFIT

EXPENSES (Business Portion ONLY - Note 6)

Accounting, legal and professional fees _____

Advertising and unrestricted promotion _____

Bad debts, excluding GST/HST _____

Restricted meals and entertainment (Footnote 4) _____

Business taxes, fees, licenses, 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

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NET INCOME

\$