

# 2022 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 2022 GST/HST return(s)? (Provide Copy) **YES**      **NO**

GST/HST reporting methods: **Quick**      **Regular**

Do you require us to prepare your GST/HST return? **YES**      **NO**

## INCOME

Sales, commissions, fees (exclude GST/HST) \$ \_\_\_\_\_

Sales adjustment for GST/HST - Quick Method<sup>9</sup> \$ \_\_\_\_\_

**TOTAL INCOME (A)** \$ \_\_\_\_\_

## COST OF GOODS SOLD

Opening Inventory \$ \_\_\_\_\_

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

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

**TOTAL COST OF GOODS SOLD (B)** \$ \_\_\_\_\_

## GROSS PROFIT

**(A-B) = C** \$ \_\_\_\_\_

## EXPENSES (BUSINESS PORTION ONLY)

Advertising \$ \_\_\_\_\_

Meals and entertainment<sup>10</sup> Total costs \_\_\_\_\_ x 50% \$ \_\_\_\_\_

Bad Debt \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

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

Business taxes, fees, licenses, membership fees \$ \_\_\_\_\_

Office expenses \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Legal, accounting and other professional fees \$ \_\_\_\_\_

Hendry Warren accounting fees \$ \_\_\_\_\_

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

Rent (excluding home office) \$ \_\_\_\_\_

<sup>9</sup> This amount can be computed by HENDRY WARREN LLP on your behalf.

<sup>10</sup> The deductible portion of meals and entertainment costs was 50% throughout 2022



Maintenance and repairs	\$ _____
Salaries, wages and benefits	\$ _____
Property taxes (excluding home office)	\$ _____
Travel	\$ _____
Telephone and utilities (excluding home office)	\$ _____
Deliver, freight and express	\$ _____
Motor vehicle (complete Motor Vehicle Worksheet)	\$ _____
Capital cost allowance <sup>11,12</sup>	\$ _____
Home office costs (complete Home Office Worksheet)	\$ _____
Health and dental insurance premiums <sup>13</sup>	\$ _____
Other: _____	\$ _____

**TOTAL EXPENSES (D)** \$ \_\_\_\_\_

**NET INCOME** (C-D) \$ \_\_\_\_\_

<sup>11</sup> This amount can be computed by HENDRY WARREN LLP on your behalf.  
<sup>12</sup> Please provide details of any capital asset purchases or disposals (automobile, computer, hardware and software, equipment, furniture, etc.) during 2022, including the cost and applicable taxes, net of any HST Input Tax Credits claimed or sale proceeds.  
<sup>13</sup> Please provide details of coverage and premiums