2021 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 2021 GST/HST return(s)? (Provide Copy) Yes No	
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 appropriate control of the	oriate
INCOME	
Sales, commissions, fees (exclude GST/HST)	\$
Sales adjustment for GST/HST - Quick Method 1	\$
TOTAL INCOME (A)	\$
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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 ² Total costs x 50%	
Bad debts	
Insurance	
Interest and bank charges	
Business taxes, fees, licenses, membership fees	
Office expenses	
Supplies	
Legal, accounting and other professional fees	
Hendry Warren accounting fees	

EXPENSES (BUSINESS PORTION ONLY) CONTINUED

NET INCOME	(C - D)	
	TOTAL EXPENSES (D)	
Other:		
Health and dental insurance premiums ⁴		
Home office costs (complete Home Office Worksheet)		
Capital cost allowance 1,3		
Motor vehicle (complete Motor Vehicle Worksheet)		
Delivery, freight, and express		
Telephone and utilities (excluding home office)		
Travel		
Property taxes (excluding home office)		
Salaries, wages and benefits		
Maintenance and repairs		
Rent (excluding home office)		
Management and administration fees		