

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 Method⁹ \$ _____

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 entertainment¹⁰ 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) \$ _____

⁹ This amount can be computed by HENDRY WARREN LLP on your behalf.

¹⁰ 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 ^{11,12} | \$ _____ |
| Home office costs (complete Home Office Worksheet) | \$ _____ |
| Health and dental insurance premiums ¹³ | \$ _____ |
| Other: _____ | \$ _____ |

TOTAL EXPENSES (D) \$ _____

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

¹¹ This amount can be computed by HENDRY WARREN LLP on your behalf.
¹² 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.
¹³ Please provide details of coverage and premiums