



Questionnaire for Self Employed Individuals v.16

ALL figures net of HST if the business is registered for HST {unless you specify otherwise}

It is your responsibility to have supporting documents/receipts for all your expenses and income

Income Amount
✓ Sales, Commissions or Fees \$ \_\_\_\_\_

Direct Costs Amount
✓ Purchases during the year \$ \_\_\_\_\_
✓ Sub-contracts \$ \_\_\_\_\_
✓ Direct wages paid (Incl. employers contributions) \$ \_\_\_\_\_

Operating Expenses Amount
✓ Advertising \$ \_\_\_\_\_
✓ Bad debts \$ \_\_\_\_\_
✓ Bank charges, interest and merchant fees \$ \_\_\_\_\_
✓ Computer related (not new equip. purchases)
✓ Fees, licenses, dues, memberships, subscriptions \$ \_\_\_\_\_
✓ Insurance (Liability, errors and omissions and WSIB prem.) \$ \_\_\_\_\_
✓ Maintenance and repairs (office or equipment) \$ \_\_\_\_\_
✓ Meals and entertainment \$ \_\_\_\_\_
✓ Office expenses (incl. postage & freight) \$ \_\_\_\_\_
✓ Supplies \$ \_\_\_\_\_
✓ Legal, accounting and other professional fees \$ \_\_\_\_\_
✓ Rent (office or storage only) \$ \_\_\_\_\_
✓ Travel \$ \_\_\_\_\_
✓ Telephone and utilities \$ \_\_\_\_\_
✓ Other: \$ \_\_\_\_\_

Motor vehicle expenses Amount



- ✓ Car lease \$ \_\_\_\_\_
- ✓ Finance payment (please include loan details) \$ \_\_\_\_\_
- ✓ Fuel costs \$ \_\_\_\_\_
- ✓ Insurance \$ \_\_\_\_\_
- ✓ Repairs and maintenance \$ \_\_\_\_\_
- ✓ 407 ETR \$ \_\_\_\_\_
- ✓ Car wash \$ \_\_\_\_\_
- ✓ License and registration \$ \_\_\_\_\_
- ✓ Parking \$ \_\_\_\_\_

**Total Km Driven:**

**Total km for business:**

**Calculation of business-use-of home**

**Amount**

- ✓ Heat \$ \_\_\_\_\_
- ✓ Hydro \$ \_\_\_\_\_
- ✓ Insurance \$ \_\_\_\_\_
- ✓ Maintenance \$ \_\_\_\_\_
- ✓ Mortgage Interest \$ \_\_\_\_\_
- ✓ Property taxes \$ \_\_\_\_\_
- ✓ Other: (explain) \$ \_\_\_\_\_

**Total sq footage of house:**

**Total sq footage of office:**

**List the cost of all new business assets**

***\*Provide invoices\****

- ✓ Vehicle \$ \_\_\_\_\_
- ✓ Computer hardware \$ \_\_\_\_\_
- ✓ Furniture and Fixtures \$ \_\_\_\_\_
- ✓ Equipment \$ \_\_\_\_\_
- ✓ Other: (explain) \$ \_\_\_\_\_

***Any further questions regarding any of these items please do not hesitate to contact our office***

***at (905) 693-8269***