



Questionnaire for Self Employed Contractors in Trades v.18

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
✓ Income on Materials	\$ _____
✓ Income on Labour	\$ _____
Total Construction Income	\$ _____

Direct Costs	Amount
✓ Material Purchases	\$ _____
✓ Small Tools (under \$500 to be applicable)	\$ _____
✓ Sub-contractors (other trades)	\$ _____
✓ Wages for employees (Incl. employers contributions)	\$ _____

Operating Expenses	Amount
✓ Advertising	\$ _____
✓ Bad debts	\$ _____
✓ Business memberships, association dues, subscriptions	\$ _____
✓ Computer related (not new equip. purchases)	\$ _____
✓ Insurance (Liability and WSIB premiums)	\$ _____
✓ Interest, bank charges and merchant fees	\$ _____
✓ Maintenance and repairs (office or equipment)	\$ _____
✓ Meals and entertainment	\$ _____
✓ Office expenses (incl. postage & freight)	\$ _____
✓ Supplies and shop expense	\$ _____
✓ Legal, accounting and other professional fees	\$ _____
✓ Rent (Office, shop and storage)	\$ _____
✓ Travel	\$ _____
✓ Telephone	\$ _____



Motor vehicle expenses

Amount

- ✓ Truck or 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 \$ _____

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 \$ _____
- ✓ Inventory value at year end (wholesale amount)
- ✓ Other: (explain) \$ _____

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

at (905) 693-8269