



Questionnaire for Self Employed Individuals 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
✓ 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) \$
✓ Internet costs \$
✓ Fees, licenses, dues, memberships, subscriptions \$
✓ Insurance (Liability, errors and omissions and WSIB prem.) \$
✓ Maintenance and repairs (office or equipment) \$
✓ Meals and entertainment (not incl. meals for travel) \$
✓ Office expenses (incl. postage & freight) \$
✓ Supplies \$
✓ Legal, accounting and other professional fees \$
✓ Rent (office or storage only) \$
✓ Travel (incl. meals) \$
✓ Telephone (land line and cellular) \$
✓ 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 questions regarding any of these items please contact our office at (905) 693-8269