



Questionnaire for Self Employed Individuals v.19

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/ Rent	\$_____
✓ Property taxes	\$_____
✓ Other: (explain)	\$_____
Total sq. footage of house: Total sq. footage of office:	
List the cost of all new business assets * <i>Provide invoices*</i>	Amount
✓ Vehicle	\$_____
✓ Computer hardware	\$_____
✓ Furniture and Fixtures	\$_____
✓ Equipment	\$_____
✓ Other: (explain)	\$_____

Any questions regarding any of these items please contact our office at (905) 693-8269