



### Questionnaire for Self Employed Contractors in Trades 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 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/ Rent	\$ _____
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	\$ _____
✓ Inventory value at year end (wholesale amount)	\$ _____
✓ Other: (Provide separate list if needed)	\$ _____