



Questionnaire for Self Employed Individuals v.21

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

Table with 2 columns: Description and Amount. Rows include Income (Sales, Commissions or Fees), Direct Costs (Purchases, Sub-contracts, Direct wages), and Operating Expenses (Advertising, Bad debts, Bank charges, Computer related, Internet costs, Fees/licenses, Insurance, Maintenance, Meals, Office expenses, Supplies, Legal fees, Rent, Travel, Telephone, 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>
✓ Vehicle	\$ _____
✓ Computer hardware	\$ _____
✓ Furniture and Fixtures	\$ _____
✓ Equipment	\$ _____
✓ Other: (explain)	\$ _____

Notes:

- (a) The CRA will not accept bank or credit card statements to support any expenses
- (b) If claiming vehicle expenses make sure to get in the habit of using a mileage log