

# Cameron Burrows & Co. Ltd.

Certified General Accountant

## Tax Worksheet for Self-Employment Income

Business Name: \_\_\_\_\_

Main product or service: \_\_\_\_\_

Do you own 100% of the business?    Yes                      No

Are you registered for GST?            Yes                      No

GST number: \_\_\_\_\_

Please complete the GST Return for me

I will complete the GST return myself

GST Method:                      Quick                      Regular

**Total income (including GST)**

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**Cost of Goods Sold**

Purchases for the year

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Subcontracts

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**Operating expenses**

Advertising & promotion

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Meals & Entertainment

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Bad Debts

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Insurance

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Interest on business loans & lines of credit

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Licences, dues, memberships, subscriptions

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Office expenses

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Supplies

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Legal, accounting & professional fees

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Management & administration fees

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Rent

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Repairs & maintenance

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Wages, salaries & benefits

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Travel

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Telephone, Mobile, Internet & Utilities

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Delivery, freight & express

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**Ensure that all expenses can be supported with receipts that can be presented to the Canada Revenue Agency on request in the event of an audit.**