

2020 SELFEMPLOYMENT PERSONAL TAX RETURN SUMMARY

Client Name _____

Business Name _____

Business Address _____

Type of Business _____

REVENUE

Sales (before GST) _____
GST Collected _____

COST OF SALES

Opening Inventory _____
Closing Inventory _____
Purchases _____
Subcontracts _____
Direct Wages _____
Other Direct Costs _____

EXPENSES

Advertising _____
Meals and entertainment _____ x 50%
Insurance _____
Taxes, Licenses, Dues, memberships _____
Office expenses _____
Legal & Accounting _____
Rent _____
Salaries and wages _____
Travel _____
Telephone _____
Utilities _____
Other (provide description) _____

BUSINESS USE OF HOME

Complete this section if you used a home office during the year and wish to claim expenses

Square footage of office _____ sq. ft.
Total square footage of home _____ sq. ft.
_____ %

Heat _____
Electricity _____
Insurance _____
Maintenance _____
Mortgage interest (request statement from bank) _____
Property taxes _____

2020 SELFEMPLOYMENT AUTOMOBILE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for 2020

Client Name: _____

VEHICLE SPECIFICATIONS

Year _____
Make _____
Model _____
Date of purchase _____
Original Purchase price - including GST _____

BUSINESS USE CALCULATION

Please use the following section to calculate your business use, or provide an approximate %
Note that CRA has increased its scrutiny on business automobile expenses and has recently disallowed claims where no logbook was used to track actual usage

Odometer deading at January 1 _____ km
Odometer deading at December 31 _____ km
Kilometers driven for business use _____ km
Business use portion _____ %

EXPENSES

Fuel and oil _____
Loan interest (request statement from bank) _____
insurance _____
License and registration _____
Repairs and maintenance _____
Lease payments _____
Parking _____