

SELF EMPLOYMENT / PROFESSIONAL BUSINESS WORKSHEET

TAX YEAR _____

YOUR NAME: _____

BUSINESS NAME: _____

**PLEASE COMPLETE
SEPARATE FORM FOR EACH
BUSINESS OR PROFESSION**

Canada Revenue Agency Programs Registration

- Are you registered for [EI Special Benefits for self-employed people](#)?
- GST/HST Registered? (provide number) _____
- Do you want us to prepare your HST return? (provide a copy of your HST form)
- Are you using Quick Method calculation? Do the amounts below include HST?

Websites

- How many websites does your business earn income from? _____
- Percentage of gross income generated from websites? _____ %
- Provide five (5) main webpage addresses or URL's: _____

Income and Inventory

- Professional Fees including work-in-progress (WIP) _____
OR
- Gross Sales, Commissions or Fees _____
- NEW** COVID-19 Assistance/Subsidies Received _____
- NEW** Ontario Co-op Student Credit Claimed in 2020 _____
- Opening Inventory (dollar value) _____
- Material/product purchases _____
- Direct Wages _____
- Sub-contracts _____
- Closing Inventory (dollar value) _____

Expenses

- Advertising _____
- Meals and Entertainment _____
- Bad Debts and Collection Costs _____
- Insurance _____
- Interest and Bank Charges _____
- Business Taxes, Fees, Licences, Dues, etc. _____
- Office Expenses (telephone and equipment leases) _____
- Office Stationery and Supplies _____
- Legal, Accounting and Professional Fees _____
- Management and Administration Fees _____
- Rent (attach lease agreements) or Property Taxes _____
- Repairs and Maintenance _____
- Salaries and Benefits (including CPP and EI paid) _____
- NEW** Ontario Co-operative Education Tax Credit:
Salaries and Fees for Each Student in 2021 _____
- Travel Expenses _____
- Utilities (heat, hydro and water) _____
- Fuel Costs (except for motor vehicles) _____
- Delivery and Freight Charges _____
- Other Expenses (specify) _____



Property and Equipment

Equipment Acquisitions (*attach list and receipts*) _____
 Asset Purchases (*attach list and receipts*) _____
 Dispositions (*attach list, dates and amounts*) _____

NEW FOR 2022 – Draft Legislation for immediate expensing of eligible capital property to be used prior to 2025
NEW FOR 2022 ONLY – Draft Legislation for Small Business Air Quality Improvement Tax Credit – 25% of \$10,000

Home Office Expenses (if principal place of business)

Square Footage of Total Home _____
 Square Footage of Business Use Space _____
 Heat _____
 Electricity _____
 Home Insurance _____
 Maintenance, Fees and Repairs _____
 Mortgage Interest _____
 Rent or Property Tax _____
 Other expenses (*specify*) _____

PLEASE COMPLETE SEPARATE LIST FOR EACH VEHICLE

Automobile Expenses

Additions or Disposals of Vehicles _____
(provide purchase agreements, sales proceeds and dates)
 Make, Model and Model Year _____
UPDATED Zero Emission Vehicle? _____
(Electric, Hydrogen or Plug-in Hybrid)
 Purchased/Owned (*provide financing agreement*) _____
 Leased (*provide lease agreement*) _____
 Fuel Expenses _____
 Interest on Passenger Vehicle/Automobile _____
 Interest on Other Type Motor Vehicle _____
 Vehicle Insurance _____
 Licence and Registration _____
 Maintenance and Repairs _____
 Leasing Costs _____
NEW Electricity for Zero Emission Vehicles _____
 Other Expenses (*please describe*) _____

Vehicle Mileage

PLEASE NOTE THAT IF VEHICLE EXPENSES ARE REVIEWED BY CRA, YOUR VEHICLE MILEAGE LOG WILL BE REQUIRED

Odometer Reading at Beginning of Year _____
 Odometer Reading at End of Year _____
 Total Kilometers for the Year _____
 Business Kilometers Driven _____
(retain vehicle mileage log to support claim)

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

[Sole proprietorships and partnerships](#)

[Business expenses](#)

[Motor vehicle expenses](#)

[Business records](#)

[Motor vehicle records](#)

[Guide: T4002 Self-employed Business, Professional, Commission, Farming and Fishing Income](#)