



**BEACON HEIGHTS**  
BUSINESS SOLUTIONS INC.  
SHINING A LIGHT ON YOUR SUCCESS

# Self-Employment Income & Expenses

For income tax year:	
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Business name:					
Main product or service:					
CRA business/HST #:	_____ RT _____				
Address:					
City:		Province:		Postal Code:	
Was this tax year your last year of business?		Yes		No	Your % of ownership: _____ %

Details of other partners, if any:

First and last name:	SIN:	% of Partnership
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**If you are HST registered, complete NET, HST and GROSS. Otherwise, only fill out the GROSS amounts.**

	NET (1) No HST included	HST (2)	GROSS (1+2) Including HST
<b>Income</b>	\$	\$	\$

<b>Cost of Goods Sold (Purchases/Materials)</b>	\$	\$	\$
<b>Expenses</b>			
Advertising	\$	\$	\$
Meals and entertainment	\$	\$	\$
Bad debts	\$	\$	\$
Insurance	\$	\$	\$
Interest and bank charges	\$	\$	\$
Fees, licenses, dues, memberships, and subscriptions	\$	\$	\$
Office expenses	\$	\$	\$
Stationery and supplies	\$	\$	\$
Legal, accounting, and other professional fees	\$	\$	\$
Management and admin fees	\$	\$	\$
Rent	\$	\$	\$
Repairs and maintenance	\$	\$	\$
Salaries, wages, and benefits	\$	\$	\$
Travel	\$	\$	\$
Telephone and internet	\$	\$	\$
Delivery and freight	\$	\$	\$
Other (specify):	\$	\$	\$

**Business Use of Home**

Total area used for business (1)	sq ft	Total area of home (2)	sq ft	% of home used for business (1/2)	%
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Heat/Gas	\$	Maintenance	\$
Electricity	\$	Mortgage interest	\$
Water	\$	Property taxes	\$
Home Insurance	\$	Other (specify):	\$

**Business Use of Personal Vehicle**

If a new vehicle was purchased in the tax year, please provide purchase documentation and loan information.

Total km driven for business (1)	km	Total km driven for year (2)	km	% of km driven for business (1/2)	%
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	NET (1) No HST included	HST (2)	GROSS (1+2) Including HST
Gas	\$	\$	\$
Insurance	\$	\$	\$
License and registration	\$	\$	\$
Maintenance and repairs	\$	\$	\$
Parking	\$	\$	\$
407 ETR	\$	\$	\$
Interest on car loan payments	\$	\$	\$
Lease payments	\$	\$	\$
Other (specify):	\$	\$	\$

**Purchase of Fixed Assets**

Items purchased in tax year valued at \$500+ (ie. equipment, laptop, office furniture).

Description	Date	NET (1) No HST included	HST (2)	GROSS (1+2) Including HST
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$