

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 _____

COVID-19 Assistance/Subsidies Received in 2022 _____

Ontario Co-op Student Credit Claimed in 2021 _____

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) _____

Property Taxes _____

Travel Expenses _____

Utilities (heat, hydro and water) _____

Fuel Costs (except for motor vehicles) _____

Delivery and Freight Charges _____

Other Expenses (specify) _____

Ontario Co-operative Education Tax Credit:
 Salaries and Fees for Each Student in 2022 _____



Property and Equipment

Equipment Acquisitions *(attach list and receipts)* _____
 Asset Purchases *(attach list and receipts)* _____
 Dispositions *(attach list, dates and amounts)* _____
2022 - 2025 Immediate Expensing – Tax Planning _____
(list planned acquisitions and dispositions of property, equipment and vehicles for 2023 to 2025)
2022 Air Quality Improvement Tax Credit (AQITC) _____
(purchase or upgrade of HVAC or HEPA for Commercial Property – provide receipts for Sept 2021 to Dec 2022)

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 _____
 Zero Emission Vehicle? *(Electric, Hydrogen or 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 _____
 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 *(mileage log)* _____

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](#)

