**Self-employment Statement of Activities**

|  |  |  |
| --- | --- | --- |
|  | Tax year |  |
|  | Client name |  |
|  | Client SIN |  |
|  | Business name |  |
|  | Business address |  |
|  | Business number? |  |
|  | GST registered? Y/N |  |
|  | Main product or service |  |
|  | Last year of business? Y/N |  |
|  | Percentage of partnership |  |
|  | Partner name |  |
|  | Partner address |  |
|  | Partner SIN: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Income and Earnings (Less GST if you are GST registered)** | | | | | | |  | |  | | | |
|  | | Sales, commissions or fees (Not reported on T4A) | | | | |  | |  | | | |
|  | | Sales, commissions or fees (Box 20 on T4A) | | | |  |  | |  | | | |
|  | | Other (specify details and amounts below) | | | |  |  | |  | | | |
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|  | |  | |  | |  |  | |  | |  | |
| **Cost of Goods Sold (Less HST if you are GST registered)** | | | | | | |  | |  | |  | |
|  | | Purchases during the year (net returns, allowances and discounts) | | | | | | |  | | | |
|  | | Subcontracts | |  | |  |  | |  | | | |
|  | | Direct wage costs (WCB) | |  | |  |  | |  | | | |
|  | | Other costs | |  | |  |  | |  | | | |
|  | | Opening inventory | |  | |  |  | |  | | | |
|  | | Closing inventory | |  | |  |  | |  | | | |
|  | |  | |  | |  |  | |  | |  | |
| **Expenses (Less GST if you are GST registered)** | | | | |  | | |  | |  | |
|  | Advertising | |  |  |  | | |  | | | |
|  | Meals and entertainment (excluding meals while traveling) | | | | | | |  | | | |
|  | Bad Debts | |  |  |  | | |  | | | |
|  | Insurance | |  |  |  | | |  | | | |
|  | Interest | |  |  |  | | |  | | | |
|  | Business fees, licenses, dues, memberships and subscriptions | | | | | | |  | | | |
|  | Office expenses | |  |  |  | | |  | | | |
|  | Supplies | |  |  |  | | |  | | | |
|  | Legal, accounting and other professional fees | | | |  | | |  | | | |
|  | Management and administration fees | | | |  | | |  | | | |
|  | Rent | |  |  |  | | |  | | | |
|  | Maintenance and repairs | |  |  |  | | |  | | | |
|  | Salaries and wages | |  |  |  | | |  | | | |
|  | Travel (including transportation fees, hotels) | | | |  | | |  | | | |
|  | Travel (meals while traveling) | | |  |  | | |  | | | |
|  | Telephone, cell phone, fax line, internet | | | |  | | |  | | | |
|  | Utilities | |  |  |  | | |  | | | |
|  | Delivery, freight and express | | |  |  | | |  | | | |
|  | Convention fees | |  |  |  | | |  | | | |
|  | Bank fees | |  |  |  | | |  | | | |
|  | Other expenses (Specify description and amounts below) – NOTE: Any | | | | | | |  | | | |
|  | individual items over $200 must be itemized in the CCA / Fixed asset | | | | | | |  | | | |
|  | area below. | |  |  |  | | |  | | | |
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| **CCA / Fixed assets acquired and disposed of. (All depreciable property over $200 in value** | | | |
| **Including vehicles, business furniture, office equipment etc.)** | | |  |
| Date Purchased / Disposed of | Description | Cost | Percentage used for business |
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| **Business Use of Home Expenses (Less GST if you are GST registered)** | | | | |  |
|  |  |  |  |  |  |
| Total # rooms / Square feet of home | |  |  |  |  |
| Total # rooms / Square feet in business space | | |  |  |  |
|  |  |  |  |  |  |
| Electricity |  |  |  |  |  |
| Gas |  |  |  |  |  |
| Home insurance |  |  |  |  |  |
| Maintenance |  |  |  |  |  |
| Mortgage interest |  |  |  |  |  |
| Property Taxes |  |  |  |  |  |
| Rent |  |  |  |  |  |
| Home Phone |  |  |  |  |  |
| Internet |  |  |  |  |  |
| Water |  |  |  |  |  |
| Other expenses (Specify description and amounts below) | | | |  |  |
|  | | | | |  |
|  | | | | |  |

**Motor Vehicle Expenses (Less GST if you are GST registered)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year, Make Model of vehicle | |  | | | |
|  |  |  |  |  |  |
| Total km driven in year |  |  |  |  |  |
| Total km driven in year to earn income | | |  |  |  |
|  |  |  |  |  |  |
| Fuel (gas/oil) |  |  |  |  |  |
| Insurance |  |  |  |  |  |
| License and registration | |  |  |  |  |
| Maintenance and repairs | |  |  |  |  |
| Business parking |  |  |  |  |  |
| **Complete applicable below if vehicle financed or leased** | | | |  |  |
| Date payments began |  |  |  |  |  |
| Date payments stopped | |  |  |  |  |
| Interest paid (only if financed) | |  |  |  |  |
| Lease payments (only if leased) | |  |  |  |  |
| Total lease payments deducted before this fiscal period for the vehicle | | | | |  |
| Manufacturer’s list price new (only if leased) | | |  |  |  |
| Purchase price (only if financed) | |  |  |  |  |

**NOTE: This statement of Self Employment Activities MUST be signed and dated below in order to be accepted for use.**

**I hereby declare that the above amounts are accurate and do not include any GST if I**

**have declared so in the first section of this form and have provided my GST #. I understand**

**that in the event of any further re‐assessment or audit that I am fully responsible for keeping**

**the receipts to prove such figures or authenticity of items claimed for business use.** RENE RITCHOT CPA **is processing my return based only on the figures I have provided**

**and is not responsible for any costs or implications arising from any items that may be**

**disallowed upon any such audit or review. Note: This is not an official Canada Revenue**

**Agency form and should not be filed with your tax return. This form is for use by** RENE RITCHOT CPA **only in the preparation of your return.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit this form with the rest of your tax information to us by either: Fax to 1.204.377.4533**

**Email:** reneritchotconsulting@yahoo.ca