

## SELF EMPLOYED INCOME REPORTING SUMMARY TO T2125

To assist us in the preparation of your T1 income tax return, we have prepared the following worksheet to provide the required information to report your Self Employed Income. Use this form to provide totals for each applicable line item.

We also have Excel spreadsheets available to assist you in recording and totaling your income and expenses.

Check our website at [www.raincoastadvisors.com](http://www.raincoastadvisors.com) to request a copy.

Business Name: \_\_\_\_\_ Business Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

GST registrant Y  N  Quick Method Y  N  GST filed by Owner Y  N

### Income: (do not include amounts from T4A)

Business \$ \_\_\_\_\_ Includes GST Y  N

Professional \$ \_\_\_\_\_ Includes GST Y  N

Self Employed Income reported on T4A Y  N

### Cost of Goods Sold:

Opening Inventory \$ \_\_\_\_\_  
 Purchases \$ \_\_\_\_\_  
 Direct Wages \$ \_\_\_\_\_  
 Subcontracts \$ \_\_\_\_\_  
 Other direct costs \$ \_\_\_\_\_  
 Closing Inventory \$ \_\_\_\_\_

### Expenses:

Advertising \$ \_\_\_\_\_  
 Meals and Entertainment \$ \_\_\_\_\_  
 Bad Debts \$ \_\_\_\_\_  
 Insurance \$ \_\_\_\_\_  
 Interest \$ \_\_\_\_\_  
 Business tax, licence, dues \$ \_\_\_\_\_  
 Office Supplies \$ \_\_\_\_\_  
 Legal fees \$ \_\_\_\_\_  
 Accounting fees \$ \_\_\_\_\_  
 Management & admin \$ \_\_\_\_\_  
 Rent \$ \_\_\_\_\_  
 Repairs & maintenance \$ \_\_\_\_\_  
 Salaries, wages, benefits \$ \_\_\_\_\_  
 Property taxes (bus prop) \$ \_\_\_\_\_  
 Travel \$ \_\_\_\_\_  
 Telecommunication \$ \_\_\_\_\_  
 Utilities (bus prop) \$ \_\_\_\_\_  
 Fuel (other than vehicle) \$ \_\_\_\_\_  
 Delivery & freight \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 Training \$ \_\_\_\_\_  
 Private health insurance plan \$ \_\_\_\_\_

### Vehicle Operating Expenses:

Vehicle make / model \_\_\_\_\_

Purchase / lease date \_\_\_\_\_

Provide purchase documentation for new vehicles

Provide lease documentation for new vehicle lease

Total KM driven in year \_\_\_\_\_

Business KM in year % \_\_\_\_\_

Fuel \$ \_\_\_\_\_

Vehicle Loan Interest \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs and maintenance \$ \_\_\_\_\_

Leasing \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

### Office in Home:

Office area (sq ft) \_\_\_\_\_

Total home area (sq ft) \_\_\_\_\_

### Expenses:

Heat \$ \_\_\_\_\_

Electricity \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Maintenance \$ \_\_\_\_\_

Mortgage Interest \$ \_\_\_\_\_

Property Tax \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

### Partnership Information:

Partner Names: \_\_\_\_\_ Percent Share: \_\_\_\_\_ %  
 \_\_\_\_\_ %

Partner specific expenses:  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

### Capital Expenses:

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_