

Business Self Employment Worksheet

IDENTIFICATION	
	Your name
	Business name
	Type of business or service
	Start Date in 2016 (if new company)
INCOME	
\$	Sales or fee income
\$	GST received (if included in sales)
EXPENSES	
\$	Purchases of inventory (materials)
\$	Closing inventory value
\$	Subcontracted wages
\$	Advertising (ads, business cards, promotions)
\$	Meals and Entertainment
\$	Insurance (on business)
\$	Interest
\$	Business Tax, fees, Licenses, dues, memberships and subscriptions
\$	Office expenses
\$	Supplies
\$	Legal, accounting and other professional fees
\$	Management and administration fees
\$	Rent (business space)
\$	Salaries, wages
\$	Travel (transportation fees, accommodations) except Auto Expenses
\$	Telephone, pager
\$	Delivery, freight and express
\$	Other specify
AUTOMOBILE EXPENSES (Enter amounts for entire year)	
Km	Km driven for business purposes (you must keep a log or diary)
Km	Total km driven in the entire year Jan - Dec. 2016
\$	Gas
\$	Insurance
\$	License and Registration fees
\$	Interest on money borrowed to purchase car (from bank statement of loan)
\$	Repairs and maintenance on vehicle
\$	Leasing Costs
\$	Other expenses
\$	Parking
\$	If vehicle bought in 2016: Date _____ Purchase price _____
HOME OFFICE EXPENSE (Enter amounts for entire year)	
sq ft	Square footage of area used
sq ft	Square footage of home
\$	Heat costs for Jan-Dec. 2016
\$	Electricity
\$	Insurance
\$	Maintenance and repairs
\$	Interest only on the mortgage
\$	Property taxes
\$	Other expenses specify



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