

## SELF-EMPLOYED EXPENSE WORKSHEET

**Name of business**

**Main product or service**

**Date business started**

**Names of Partners and Percentage (%)**

**Business number (if GST/HST registered)**

Do you have sales outside of Ontario?      YES      NO

Do you have sales outside of Canada?      YES      NO

**PLEASE NOTE:**

- If GST/HST registered please separate the tax from the purchase price where applicable.  
e.g. Cell phone **NET \$100.00 TAX \$13.00 TOTAL \$113.00** (please refer to your invoice/receipt)

REVENUE	NET	TAX	TOTAL

COST OF SALES	TOTAL		
Opening Inventory (Jan 1)			
Purchases			
Direct Wages			
Subcontracts			
Other Direct Costs			
Closing Inventory (Dec 31)			

EXPENSES	NET	TAX	TOTAL
Advertising			
Meals and entertainment			
Bad debts			
Insurance			
Interest and bank charges			
Business taxes, licenses, and memberships			
Office expenses			
Office stationery and supplies			
Professional fees (includes legal and accounting fees)			
Management and administration fees			
Rent			
Repairs and maintenance			
Salaries, wages, and benefits (incl. employer's contributions)			
Property taxes (For commercial property owned)			
Travel expenses			
Utilities			
Fuel costs (except for motor vehicles)			
Delivery, freight, and express			
Business phone			
Business internet			

**ASSETS PURCHASED OR SOLD IN YEAR** (Laptop, Furniture, Equipment, etc.)

ASSET DESCRIPTION	PURCHASE/SALE DATE	NET	TAX	TOTAL

**BUSINESS USE OF HOME** (if applicable)

Total house area (square feet)	
Area for business use only (square feet)	

	NET	TAX	TOTAL
Heat			
Electricity			
Insurance			
Maintenance			
Mortgage interest			
Property taxes			
Other expenses (please provide details)			

**VEHICLE OPERATING EXPENSES** (if applicable)

Vehicle Make	
Model	
Year	
Purchase/Lease date	

*Provide purchase documentation for new vehicles  
Provide lease documentation for new vehicle lease*

	NET	TAX	TOTAL
Original purchase price			
Odometer reading at January 1			
Odometer reading at December 31			
Kilometers Driven for Business for the year			
Total Kilometers Driven for the year			

Use [logbook](#) to track actual usage (linked)

	NET	TAX	TOTAL
Fuel			
Interest			
Insurance			
License and registration fees			
Maintenance and repairs			
Leasing cost			
Parking			