

Statement of Self-Employment – Not HST Registered

Identification

Tax year	
Client name	
Business name	

Only complete this section if you have a new business or are a new client

Business address	
Business number?	
HST registered? Y/N	
Main product or service	
First/last year of business?	
Percentage of partnership	
Partner name	
Partner address	
Partner SIN	

Please do not include business invoices and receipts unless otherwise requested

Revenue

Sales, commissions or fees (Not reported on T4A)	
Sales, commissions or fees (Box 20 on T4A)	
Other (specify details and amounts below)	

Cost of Goods Sold (including HST, if applicable)

Purchases during the year (net returns, allowances and discounts)	
Subcontracts	
Direct wage costs	
Other costs – describe _____	
Opening inventory	
Closing inventory	

Expenses (including HST, if applicable)

Advertising	
Meals & entertainment (excluding meals while traveling)	
Bad debts	
Insurance	
Interest & bank charges	
Business fees, licenses, dues, memberships & subscriptions	
Office expenses	
Supplies	
Accounting & legal fees (other than fees paid to us)	
Management & administration fees	
Rent	
Repairs & maintenance	
Salaries & wages	
Travel (including transportation fees, hotels)	
Travel (meals while traveling)	
Telephone	
Internet (business only – see page 3 for home-office expense)	
Utilities (business only – see page 3 for home-office expense)	
Delivery, freight and express	
Convention & training expenses	
Other expenses (Specify description and amounts below) – Note: Any individual items over \$200 must be itemized in the CCA / Fixed asset area below.	

CCA / Fixed assets acquired and disposed of during the year (All depreciable property over \$200 in value including vehicles, business furniture, office equipment, etc.)

Date Purchased / Disposed of	Description	Cost	Percentage used for business

Business Use of Home Expenses (including HST, if applicable)

Total # rooms / Square feet of home	
Total # rooms / Square feet in business space	
Electricity / Water	
Heat	
Home insurance	
Repair & maintenance	
Mortgage interest	
Property taxes	
Rent	
Internet	
Other expenses (Specify description and amounts below)	

Motor Vehicle Expenses (including HST)

If vehicle is new, or you are a new client, a copy of purchase or lease agreement must be included. All relevant information regarding the vehicle purchase or lease will be taken from this document and retained for use in subsequent years.

Year, Make Model of vehicle	
Total kms driven in year	
Total BUSINESS kms driven in year to earn income	
Fuel (gas/oil)	
Insurance	
License and registration	
Maintenance and repairs	
Business parking	
407 ETR	

I hereby declare that the above amounts are accurate. 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. Borden Bean Counters 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.

Signature: _____

Date: _____

Revised March 2020