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CHECKLIST FOR SELF-EMPLOYED

Name of business _____
 Owner(s) of business _____
 Your percentage share of the business _____
 Describe business activity _____
 Business address _____
 Canada Revenue Agency Business # _____
 Period of self-employment/tax year _____ to _____

Income:

	Amount
Revenue <u>excluding</u> HST (only include self-employment revenue, not wages earned as an employee)	\$
HST collected (should be 13% of the line above if all customers are in Ontario)	\$
Amount included in 'Revenue' above which is reported on a T4A slip or other T-slip	\$
Other business income (please describe)	\$

Cost of Goods Sold (for product sales):

Purchases during the year (net of returns)	\$
Inventory, end of year	\$

Expenses (Do not include expenses on this checklist which are for auto or home office):

Advertising (exclude clients gifts of meals and entertainment - include with meals & ent below)	\$
Meals and entertainment (exclude golf dues and fees) - enter the total amount paid (100%, not 50%):	
Not reimbursed by clients	\$
Reimbursed by clients	\$
Bad debts (only if sale is included in 'Revenue' above or prior year revenue amount)	\$
Insurance (please describe; <u>exclude</u> life, disability and auto)	\$
Interest charges on business expenses only (exclude car and home mortgage interest)	\$
Bank charges	\$
Equipment leases (excluding auto leases)	\$
Equipment maintenance and repairs (excluding auto and home repairs)	\$
Health plan premiums (please describe)	\$
Professional development and course fees	\$
Other fees, licenses and dues	\$
Office supplies (<i>exclude equipment & capital additions > \$200</i> ; list with equipment additions pg. 2)	\$
Courier , postage and freight	\$
Telephone and fax (business lines only - exclude home phone)	\$
Cellular phone (business portion only)	\$
Legal fees (please describe)	\$
Accounting fees	\$
Other professional fees (please describe)	\$

Rent for outside office (do not include home office expenses - use Home Office Checklist):	\$	
Property taxes for outside office	\$	
Utilities for outside office	\$	
Repairs and maintenance for outside office	\$	
Salaries, wages and benefits for employees	\$	
Subcontractor fees	\$	
Business travel (excluding meals and entertainment)	\$	
Other expenses (please list)	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	

NOTES:

1 Harmonized sales tax:
Please provide us a copy of all HST returns filed for the year.

Frequency of filing (tick one):
 Annual _____
 Quarterly _____
 Monthly _____

What method of claiming HST input tax credits are you using? (tick one):
 Regular method _____ Do expenses on this checklist include or exclude HST?
 Simplified method _____ Do expenses on this checklist include or exclude HST?
 Quick method _____ Do expenses on this checklist include or exclude HST?

Circle one

2 See separate worksheets for auto and home office expenses. Do not list expenses included on auto or home office checklist.

Equipment and other assets **purchased** during the year (excluding auto):

Description	Cost excluding taxes	HST	Total purchase price

Equipment and other assets **disposed** of during the year (excluding auto):

Description	Proceeds excluding taxes	HST	Total proceeds