

STATEMENT OF BUSINESS OR PROFESSIONAL ACTIVITIES FOR SELF EMPLOYED SOLE PROPRIETORS

Year _____

Client Name _____

Business Name _____

Business Address _____

Type of Business _____

REVENUE / SALES

Business income _____
 Professional income _____

PURCHASES (if applicable)

Opening inventory _____
 Purchases _____
 Direct wages _____
 Subcontracts _____
 Closing inventory _____

EXPENSES

Advertising _____
 Meals and entertainment _____ x 50%
 Bad debts _____
 Insurance _____
 Interest and bank charges _____
 Business taxes, licenses and memberships _____
 Office expenses _____
 Office stationery and supplies _____
 Professional fees (legal & accounting) _____
 Management and administration fees _____
 Rent _____
 Repairs and maintenance _____
 Salaries _____
 Property taxes _____
 Travel (moving & conventions) _____
 Utilities _____
 Telephone _____
 Fuel costs (except for motor vehicles) _____
 Delivery, freight and express _____
 Other expenses (please describe) _____

SELF EMPLOYED MOTOR VEHICLE SUMMARY

If more than one vehicle was used in the business during the year, please complete this schedule for each one.

VEHICLE DETAILS

Make _____
 Model _____
 Year _____
 Date of acquisition _____
 Date of disposition _____

BUSINESS USE CALCULATION (best practice is the use of a log book to track KMs)

Number of kilometers driven to earn business income _____
 Total number of kilometers driven during the year _____
 Odometer reading at January 1st _____
 Odometer reading at December 31st _____

VEHICLE EXPENSES

Fuel (gasoline, propane, oil, electricity) _____
 Interest (interest portion only of car payments) _____
 Insurance _____
 License and registration _____
 Maintenance and repairs _____
 Leasing costs (if applicable) _____
 Other expenses _____

BUSINESS USE OF HOME EXPENSE SUMMARY

Please complete this summary if you had a home office

Area for business use only (square feet) _____ sq. ft.
 Total house area (square feet) _____ sq. ft.
 Percentage used for business _____ %

HOME OFFICE EXPENSES

Heat _____
 Electricity _____
 Insurance _____
 Maintenance _____
 Mortgage interest (interest portion only) _____
 Property taxes _____
 Other expenses _____