



Téléphone : (514) 550-7520
 Courriel : impotbt@gmail.com

Self-Employed Woker	
Full Name:	
Business Activity / Industry:	
***** GST / QST INFORMATION *****	
* If your sales exceed \$30,000, you must register for GST/QST.	
1. If you are NOT registered for GST/QST: Enter your sales before taxes and enter your expenses including taxes	
2 If you ARE registered for GST/QST: Enter your sales before taxes and enter your expenses before taxes	
TOTAL ANNUAL SALES	

DIRECT EXPENSES	Enter total annual amount
Advertising	
Meals and entertainment (clients or suppliers only)	
Professional insurance	
Total bank interest and fees	
Professional dues, permits, and licenses	
Accounting fees	
Legal fees and professional fees	
Supplies	
Postage and courier	
Commercial Rent	
Office expenses	
Office expenses – Salaries and subcontracting	
Travel expenses (accommodation and transportation)	
Cell phone – total cost (specify business portion)	
Internet – total cost (specify business portion)	
Other expenses	

VEHICLE EXPENSES		Enter total annual amount
Percentage of vehicle use for business purposes (%)		%
Vehicle make and model		
Total annual kilometers		
Annual business kilometers		
Fuel expenses		
Insurance		
Maintenance and repairs		
Registration and licenses		
If auto loan: enter interest paid only (not monthly payments or lease payments)		
Other expenses		

HOME OFFICE		Enter total annual amount
Percentage of home use for business purposes (%)		%
Heating and electricity		
Home insurance		
Mortgage interest		
Condo fees		
Property taxes		
School taxes		
Total annual rent		

COMMENTS
