

Self-Employed Checklist

A separate copy of this checklist should be completed for each business. Please contact us if you need additional copies of this form.

Name _____ Business name _____

Business address _____

Telephone _____

Email _____

GST # _____

Product or service _____

Revenue

Business income earned _____

Other revenue _____

Cost of goods sold

Inventory opening _____

Plus: Inventory purchased _____

Less: Inventory closing _____

Total: Cost of goods sold _____

Operating expenses

Advertising _____

Bad debts (uncollectible A/R) _____

Interest and bank charges _____

Office expenses _____

Legal and accounting fees _____

Management fees _____

Property taxes (excl. home office) _____

Internet _____

Cell and business telephone _____

Wages and benefits (including CPP, EI, and Worksafe BC) _____

Other expenses (describe _____)

Meals and entertainment _____

Insurance _____

Bus. taxes, licenses, and memberships _____

Supplies and tools _____

Maintenance and repairs (excl. vehicle) _____

Business rent (excl. home office) _____

Postage and courier _____

Private health premiums _____

Business travel and accommodations _____

Other expenses (describe _____)

Capital asset purchases

Computer equipment _____

Equipment _____

Computer software _____

Furniture _____