

2022 SELF-EMPLOYMENT INCOME AND EXPENSE SUMMARY

Please provide the information noted below if you are self-employed. Please separate, total and summarize any receipts provided by each expense category, noting additional details on a separate sheet if needed.

Taxpayer Name: _____

Sales, Commission or Fees \$ _____

Cost of Goods Sold

Inventory (beginning of year) \$ _____
 + purchases \$ _____
 + direct wage costs \$ _____
 + subcontractors \$ _____
 + other costs \$ _____
 - inventory (end of year) \$ _____
 = Cost of Goods Sold \$ _____

Expenses

Advertising \$ _____
 Meals and entertainment \$ _____
 Bad debts \$ _____
 Insurance \$ _____
 Interest \$ _____
 Business fees, licenses & dues \$ _____
 Office expenses \$ _____
 Supplies \$ _____
 Legal, accounting & other professional fees \$ _____
 Management & administration fees \$ _____
 Rent (except home office) \$ _____
 Maintenance & repair \$ _____
 Salaries, wages & benefits \$ _____
 Property taxes (except home office) \$ _____
 Travel (fares/accommodation) \$ _____
 Telephone & utilities \$ _____
 Fuel costs (except motor vehicle expenses) \$ _____
 Delivery & freight \$ _____
 Other (specify) \$ _____

Will Crowe MacKay prepare your 2022 GST/HST return?

☐ Yes ☐ No

Do your revenue and expense amounts include GST/HST?

☐ Yes ☐ No

Motor Vehicle Expenses

Make/year of vehicle _____

If acquired or sold during the year, please indicate the purchase/sale date and costs/proceeds

Km for business/employment

Total km driven _____

Fuel and oil \$ _____

Maintenance and repairs \$ _____

Insurance \$ _____

License and registration \$ _____

Interest \$ _____

Leasing costs \$ _____

Parking \$ _____

Home Office

Area of business/employment use (square feet or # of rooms)

Total house area _____

(square feet or # of rooms)

Heat, electricity, water \$ _____

Insurance \$ _____

Maintenance \$ _____

Mortgage interest (n/a for employees) \$ _____

Property taxes \$ _____

Other (specify) \$ _____

_____ \$ _____

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SUMMARY CONT'D

Capital Assets

Acquisitions:

Description and cost of each asset:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Disposition:

Description and cost of each asset:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Internet Presence:

How many Internet websites/webpages or online business profiles does your business earn income from? _____

What percentage of your total income is generated from internet presence? _____ %

Provide the 5 main website/webpage address(es) or online profiles for your business:

http:// _____
http:// _____
http:// _____
http:// _____
http:// _____