



2021 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 2020 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) \$ _____

2021 SELF-EMPLOYMENT INCOME AND EXPENSE 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:// _____