

MANTELL DICKSON BLADES WISEMAN
Self-Employment Income Worksheet

GUIDELINES/INSTRUCTIONS:

If you were self-employed at any time during the year, please provide us with the following information to assist in preparing your returns:

- Business Name
- Address (if different than home address)
- Fiscal year-end (if different than calendar year)
- Name and SIN of partner(s), if any, and their % of the net income
- Main goods/services provided
- Date business commenced or ceased (if during the tax year)
- If registered for GST:
 - o Provide GST registration number
 - o Indicate if GST return has been filed or if you wish our office do so on your behalf
 - o Indicate the GST reporting method used (quick/regular)
- Summary and/or receipts of income and operating expenses for the year (NOTE- if registered for GST, please indicate whether the amounts on your summary include or exclude GST)
- Details of any capital asset additions or dispositions during the year
- Details of vehicle expenses if you use it for business purposes
- Details of home office expenses if you use it primarily for business purposes

Vehicle and home office expense worksheets are available on our website.

The following can be used to assist you in summarizing your self-employment information, income and expenses:

General Information

Business Name: _____

Address of business
 (if different than home address) _____

Information of partner(s)/proprietor(s):

	Name	SIN	% share of net
#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____

Fiscal year-end (if other than calendar year-end) _____

Are you registered for GST? Y N
 If yes, please provide your GST registration number _____

Which reporting method do you use? (circle one) Quick Regular

Do you require us to prepare your GST return? Y N

Main goods/services provided _____

Date business commenced/ceased (if during year) _____

<u>Income</u>	<u>Including GST</u>	<u>GST Collected/Paid</u>
Sales, commissions, fees	\$ _____	\$ _____
Work in progress, other income	_____	_____
Total income	\$ _____	\$ _____