

**Self-employment Expenses****1. Business / Personal Income**

Business Name: \_\_\_\_\_

Business #: \_\_\_\_\_

Business Address: \_\_\_\_\_

Type of income  Business  Commission  Professional

Gross sales, commissions or fees (excluding HST collected or collectible) \$ \_\_\_\_\_

HST collected as reported on your HST returns for the year \$ \_\_\_\_\_

**2. Expenses ( Excluding HST if you are a HST Registrant)**

	Total Expense
Advertising	
Meals and entertainment (include 50% HST not claimable on HST return)	
Meals and entertainment (long haul truck drivers)	
Bad debts	
Insurance	
Interest	
Business tax, fees, licenses, dues, memberships, and subscriptions	
Office expenses	
Supplies	
Legal, accounting and other professional fees	
Management and administration fees	
Rent	
Maintenance and repairs	
Salaries, wages, and benefits (including employer's contributions)	
Property taxes	
Travel (including transportation fees and accommodations)	
Telephone and Utilities	
Fuel costs (except for motor vehicle)	
Delivery, freight and expenses	
Motor vehicle expenses	<a href="#">Complete Chart</a>
Business-use-of-home	<a href="#">Complete Chart</a>
Capital cost allowance	See Section 3
Other	

**3. Capital Cost Allowance**

Details of equipment additions in the year

Class number	Property details	Total cost

Details of building addition in the year

Class number	Property details	Total cost

Details of equipment dispositions in the year

Class number	Property details	Proceeds of disposition

Details of building dispositions in the year

Class number	Property details	Proceeds of disposition