

Statement of Self-Employment – HST Registered

Identification

Tax year	
Client name	
Business name	

Only complete this section if you have a new business or are a new client

Business address	
Business number?	
HST registered? Y/N	
Main product or service	
First/last year of business?	
Percentage of partnership	
Partner name	
Partner address	
Partner SIN	

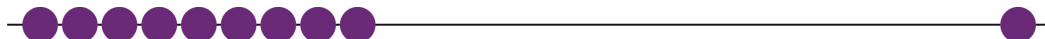
Please do not include business invoices or receipts unless otherwise requested

Revenue

	Amount (without HST)	HST
Sales, commissions or fees (Not reported on T4A)		
Sales, commissions or fees (Box 20 on T4A)		
Other (specify details and amounts below)		

Cost of Goods Sold

	Amount (without HST)	HST
Purchases during the year (net returns, allowances and discounts)		
Subcontracts		
Direct wage costs		n/a
Other costs – describe _____		
Opening inventory		
Closing inventory		



Expenses

	Amount (without HST)	HST
Advertising		
Meals & entertainment (excluding meals while traveling)		
Bad debts		
Insurance		n/a
Interest & bank charges		
Business fees, licenses, dues, memberships & subscriptions		
Office expenses		
Supplies		
Accounting & legal fees (other than fees paid to us)		
Management & administration fees		
Rent		
Repairs & maintenance		
Salaries & wages		n/a
Travel (including transportation fees, hotels)		
Travel (meals while traveling)		
Telephone		
Internet (business only – see page 3 for home-office expense)		
Utilities (business only – see page 3 for home-office expense)		
Delivery, freight and express		
Convention & training expenses		
Other expenses (Specify description and amounts below) – Note: Any individual items over \$200 must be itemized in the CCA / Fixed asset area below.		

CCA / Fixed assets acquired and disposed of during the year (All depreciable property over \$200 in value including vehicles, business furniture, office equipment, etc.)

Date Purchased / Disposed of	Description	Cost	Percentage used for business

Business Use of Home Expenses (including HST)

Total # rooms OR total square footage of home	
Total # rooms OR square footage of business space	
Electricity / Water	
Heat	
Home insurance	
Repair & maintenance	
Mortgage interest	
Property taxes	
Rent	
Internet	
Other expenses (Specify description and amounts below)	

Motor Vehicle Expenses

If vehicle is new, or you are a new client, a copy of purchase or lease agreement must be included. All relevant information regarding the vehicle purchase or lease will be taken from this document and retained for use in subsequent years.

	Amount (without HST)	HST
Year, Make Model of vehicle	<input type="text"/>	
Total kms driven in year		
Total BUSINESS kms driven in year to earn income		
Fuel (gas/oil)		
Insurance		n/a
License and registration		n/a
Repairs & maintenance		
Business parking		
407 ETR		

I hereby declare that the above amounts are accurate. I understand that in the event of any further re-assessment or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. Borden Bean Counters is processing my return based only on the figures I have provided and is not responsible for any costs or implications arising from any items that may be disallowed upon any such audit or review.

Signature: _____

Date: _____

Revised March 2020

