

Self-Employed Questionnaire

Always keep your receipts in case CRA or Quebec ask for them in the future

Taxation Year

Business Identification

Name of the business (if applicable)

Address of the business (if different from your own address)

Describe the self employment work you were practicing

NEQ # (if applicable) Do you want the Annual Registration Fee to be paid via your tax declaration? ⁱ Yes No

GST number (If applicable) QST number (If applicable)

Beginning of Fiscal period of self-employment (dd-mm) (e.g. 01-01) Do you use the Quick Method for your GST/QST declaration? Yes No

Fiscal Year-end of your self-employment (dd-mm) (e.g. 31-12) First year of Operations Last year of Operations

Expenses (Total for business period) ⁱ

Advertising	<input type="text"/>
Meals & Entertainment (needed to generate income)	<input type="text"/>
Professional Insurance	<input type="text"/>
Interest & Bank Charges	<input type="text"/>
Business Tax, Fees, Licences, etc...	<input type="text"/>
Office Expenses (pens, stationery...)	<input type="text"/>
Supplies	<input type="text"/>
Legal, Accounting and other professional fees	<input type="text"/>
Management and administration fees	<input type="text"/>
Salaries, wages, and benefits	<input type="text"/>
Travel (fares, hotel accommodations)	<input type="text"/>
Telephone (estimated amount related to business) ⁱ	<input type="text"/>
Internet (estimated amount related to business) ⁱ	<input type="text"/>
Delivery, Freight and Express	<input type="text"/>
Computer	<input type="text"/>
Furniture (specify) <input type="text"/>	<input type="text"/>
Electronics (specify) <input type="text"/>	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>

Self-Employment Income

TOTAL income from self-employment work (excluding GST/QST)

Amount of GST and QST collected (if applicable)

If you are registered to the Employment Insurance (EI) for self-employed, please check the following box

Use of personal car for self-employment (during business period)

Model & Make of the car

If purchased: Date of purchase Purchase Price

Interest paid on car loan

If Leased: Start of lease End of lease

Lease payments ⁱ Price

Total Km travelled (personal + self employment)

Km travelled for self-employment

Total Fuel Cost (personal + self employment)

Maintenance & repairs

Insurance Premiums

License & Registration

Parking Fees

Other (specify)

Other (specify)

Use of Home-Office for self-employment

Portion of home that is used for **Business** Purposes ⁱ % Do you rent or own an office (other than your home) Yes No

Total Home Expenses (during the business period)

Heat (if different from electricity) <input type="text"/>	Maintenance & Repairs <input type="text"/>	School Taxes <input type="text"/>
Electricity <input type="text"/>	Mortgage Interest <input type="text"/>	Rent <input type="text"/>
Home Insurance <input type="text"/>	Municipal Taxes <input type="text"/>	Other (specify) <input type="text"/> <input type="text"/>