

Appendix B

SELF-EMPLOYMENT / BUSINESS INCOME AND EXPENSE															
Name of Business															
Description of Business															
Address															
Are you registered for GST			Yes		No		GST #		Will the firm be filing your GST?			Yes		No	
Revenue					Net		GST		Total (Include GST)						
Sales and commissions					\$		\$		\$						
Expense					Net		GST		Total (Include GST)						
Purchases					\$		\$		\$						
Advertising					\$		\$		\$						
Meals and entertainment					\$		\$		\$						
Bad debts					\$		\$		\$						
Insurance					\$		N/A		\$						
Interest (excluding mortgage) – See Appendix C					\$		N/A		\$						
Business tax, fees, licences, dues, memberships and subscriptions					\$		\$		\$						
Office expenses					\$		\$		\$						
Supplies					\$		\$		\$						
Legal, accounting, and other professional fees					\$		\$		\$						
Management and administration fees					\$		\$		\$						
Rent					\$		\$		\$						
Maintenance and repairs					\$		\$		\$						
Salaries and wages					\$		\$		\$						
Property taxes (excluding home office) – See Appendix C					\$		N/A		\$						
Travel					\$		\$		\$						
Utilities (excluding home office)					\$		\$		\$						
Telephone (land line, cell, fax)					\$		\$		\$						
Delivery, freight, and express					\$		\$		\$						
Other (Did we miss something?)					\$		\$		\$						

(Continued...)

Appendix B (Continued)

SELF-EMPLOYMENT / BUSINESS INCOME AND EXPENSE (CONTINUED)			
Capital Assets purchased during the year (attach details)	Net	GST	Total (Include GST)
Equipment	\$	\$	\$
Furniture and fixtures	\$	\$	\$
Computers – hardware	\$	\$	\$
Computers – software	\$	\$	\$
Other (Did we miss something?)	\$	\$	\$

For Home Office – please see [Appendix C](#)

For Automobile – please see [Appendix D](#)