

CHECKLIST FOR SELF-EMPLOYED

For the year ending December 31, 2025

Name of Business _____

Nature of Business _____

Date started _____

Date ceased _____

Registered for GST ? _____

GST Number _____

Are you using the Detailed Method or the Quick Method for GST? _____

INCOME \$ _____

EXPENSES

Advertising \$ _____

Business Tax/licenses,dues _____

Delivery _____

Insurance _____

Bank charges and Interest _____

Management and Administrative _____

Meals and Entertainment _____

Maintenance (non-auto) _____

Parking _____

Other: _____

Other: _____

Office Expenses \$ _____

Supplies _____

Legal, Accounting fees _____

Property Taxes _____

Rent _____

Travel _____

Private health plan premiums _____

Salaries, wages, benefits _____

Telephone & Communications _____

Training & Development _____

Other: _____

Cost of Goods Sold

Opening Inventory \$ _____

Annual purchases \$ _____

Ending Inventory \$ _____

Subcontract expenses \$ _____

Is GST included in **all** of the above amounts? YES or NO (circle one)

USE OF HOME

Total area of home/rooms _____

Heat \$ _____

Electricity _____

Insurance _____

Maintenance _____

Area used for business/rooms _____

Mortgage Interest \$ _____

Property Taxes _____

Condo Fees _____

Rent _____

VEHICLE EXPENSES

Same vehicle as last year YES of NO (circle one)

Total KM used in year _____

KM travelled to earn income _____

LEASED VEHICLE

Lease commencement date _____

Lease payments/month _____

Manufacturers list price (if new) _____

PURCHASED VEHICLE

Manufacturers list price (if new) \$ _____

Purchase Date _____

Interest paid/year (if financed) \$ _____

EXPENSES

Fuel (gasoline/propane,oil) \$ _____

Maintenance and repairs _____

Insurance _____

License and registration \$ _____

Leasing _____

Other _____

A separate schedule is required for each vehicle

CAPITAL ASSETS

List all capital assets purchased this year. (Please note these amounts must not be listed above as expense)

Computer Hardware \$ _____

Office furniture & Fixtures _____

Computer Software _____

Office Equipment \$ _____

Other \$ _____

Is GST included in **all** of the above amounts? YES or No (circle one)

Internet Business Activities:

If you have **business** or **professional income**, determine whether or not you have **Internet business activities**. According to CRA, Internet business activities include any activity where you **earn income** from your **webpages** or **websites**. This can include:

- **Selling goods** and/or **services** on your own page or site. You may have a shopping cart and process payment transactions yourself or use a third party service.
- If your site doesn't support transactions but your **customers call**, complete and submit a form or **email** you to make a purchase order, booking, etc. - excluding 'information only' webpages and website like directories or ads.
- Selling goods and/or services on auction, marketplace or similar sites operated by others.
- Earning income from **advertising**, income programs or traffic your site generates.

If you do have Internet business activities, please provide:

- Number of webpages/websites your business earns income from _____

- Top 5 website/webpage addresses/URL's:

- % of income generated from the Internet. If you do not know the exact percentage, please provide a reasonable estimate. _____