

APPENDIX A

SELF-EMPLOYED INCOME & EXPENSES

We recommend using the following schedule to submit your self-employed income and expenses to us. You are free to continue using your own method of reporting the amounts to us, but we highly recommend reviewing the schedule below to ensure you have included every applicable amount. **Be sure to let us know if you have received any COVID-19 government subsidies (CEWS, TWSE, CERS, or CEBA).**

Please note that **we do not need receipts** for self-employed income and expenses, but please keep them for your records for 7 years. If you are **registered for HST**, show the amounts separately. If you are **not registered for HST**, only show the total amounts. Please provide a separate schedule if you have separate lines of business or professional income.

Principal product or service: _____

SELF-EMPLOYED INCOME & EXPENSES	TOTAL (including HST)	HST (if applicable)
INCOME:		
Revenue		
Canada Emergency Wage Subsidy (CEWS)		n/a
Temporary Wage Subsidy for Employers (TWSE)		n/a
Canada Emergency Rent Subsidy (CERS)		n/a
Canada Emergency Business Account (CEBA)		n/a
EXPENSES:		
Advertising		
Meals and entertainment		
Bad debts		
Insurance		n/a
Interest		n/a
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 and benefits		
Commissions paid, allowances, and bonuses		
Property taxes		n/a
Travel		
Telephone and utilities		
Delivery and freight		
Private health plan premiums		n/a
Other:		
Other:		
Capital asset additions (i.e. computer, furniture):		
Capital asset additions (i.e. computer, furniture):		

(Continued on the next page)

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BUSINESS USE OF HOME OFFICE	TOTAL (including HST)	HST (if applicable)
Area for business use only (square feet)		
Total house area (square feet)		
Heat		
Electricity		
Insurance		n/a
Maintenance		
Mortgage interest		n/a
Property taxes		n/a
Rent		n/a
Other:		

AUTOMOBILE	TOTAL (including HST)	HST (if applicable)
Make and year of vehicle		
km driven for business purposes		
Total km driven in year		
If leased, lease payments in the year		
If leased, date lease began (if began in 2020)		
If owned, interest costs for the year		n/a
If owned, date of purchase if in 2020 (and attach purchase agreement)		
Fuel and oil		
Maintenance and repairs		
Insurance		n/a
License and registration fees		n/a
Other (CAA, 407 ETR, etc.)		
Parking		n/a