



## Susan Ivanovics, CPA, CMA

*"Taking the stress of accounting off the shoulders of the small business owner by providing customized accounting services"*

### Self-Employed Expense Worksheet

Are you HST registered? If yes, please provide your business number \_\_\_\_\_

Business Name \_\_\_\_\_

Main Product or Service \_\_\_\_\_

Your percentage of partnership (unless 100% owned) \_\_\_\_\_

Date business started \_\_\_\_\_

First year of business? \_\_\_\_\_

Last year of business? \_\_\_\_\_

**Note: If HST registered please separate the tax from the purchase price where applicable (i.e. telephone = \$113, \$100 telephone bill, 13 HST)**

|                       | Cost | Tax | Total |
|-----------------------|------|-----|-------|
| Advertising           |      |     |       |
| Meals & Entertainment |      |     |       |
| Bad Debt              |      |     |       |
| Insurance             |      |     |       |
| Interest/Bank Charges |      |     |       |
| Dues & Subscriptions  |      |     |       |
| Office Expense        |      |     |       |
| Other:                |      |     |       |

|   | Cost | Tax | Total |
|---|------|-----|-------|
| Maintenance & Repairs                     |      |     |       |
| Profession fees (Accounting/Legal)        |      |     |       |
| Rent                                      |      |     |       |
| Wages Paid                                |      |     |       |
| Travel Expense (i.e. Parking, train fare) |      |     |       |
| Telephone                                 |      |     |       |
| Supplies                                  |      |     |       |
| Delivery/Freight                          |      |     |       |

