

**SELF EMPLOYMENT / EMPLOYEMENT
EXPENSES WORKSHEET**

BUSINESS NAME

Activity / Period / Etc.

GST Registrant: Y N Conventional / Quick Business Number:

GST Notes: _____

Complete AUTO and OIH sections first, and then COGS & GENERAL areas if required. Do not write a figure in two places

INCOME: Sales \$ _____ **GST \$** _____ **Total \$** _____ General Business

(Figures below: include do not include GST) (circle one)

Professional

EXPENSES: (COGS)

Inventory (From PY) _____
 Inventory Purchases _____
 Subcontract / other _____
 Closing Inventory _____

GENERAL EXPENSES:

Advertising _____
 Meals & ent. _____
 Bad debts _____
 Insurance _____
 Interest & bank _____
 Business lic/dues _____
 Office expenses _____
 Supplies _____
 Professional fees _____
 Mgmt & admin _____
 Rent _____
 Repairs & main _____
 Salaries & wages _____
 Property taxes _____
 Travel _____
 Telephone & util _____
 Fuel (not auto) _____
 Delivery & freight _____
 Other: _____
 Other: _____
 Other: _____

AUTOMOBILE EXPENSES:

Model _____
 KM Driven for Business _____
 Total KM Driven in Year _____
 Fuel & Oil _____
 Interest _____
 Insurance _____
 Repair & main _____
 Leasing _____
 Parking _____
 Other _____

OIH Expenses NEW due to COVID-19? **Y** **N**

Option 1 (*if eligible): # of Days @ \$2.00/Day _____

Option 2: Signed T2200s Rec'd **Y** and details below...

OFFICE IN HOME (OIH):

Address _____
 Office area for business _____
 Total area of home _____
 Heat _____
 Electricity _____
 Insurance _____
 Maintenance _____
 Strata fees _____
 Mortgage int _____
 Prop taxes _____
 Rent _____
 Other _____

Other Notes: _____

* Employees must have worked more than 50% of the time from home over a period of at least four consecutive weeks