



SUN GROUP LLP

SELF EMPLOYED INCOME CHECKLIST

Business Name:

Business/HST Number:

Address:

GST Registrant :

Quick Method :

GST Filed by owner :

Income:

Business \$	Incl. HST
Professional \$	Incl. HST
Self-Employed Income Reported on T4A	

Cost of Goods Sold:

Opening Inventory
Purchases
Direct Wages
Sub-Contracts
Other Direct Costs
Closing Inventory

Expenses:

Advertising
Meals & Entertainment
Bad Debts
Insurance
Interest
Business Tax, License, Dues
Office Expense
Legal Fees
Accounting Fees
Management and Administration
Rent
Repairs and Maintenance
Salaries & Wages
Property Taxes
Travel
Telephone/Internet
Utilities
Fuel (other than Auto)
Delivery & Freight
Motor Vehicle Expenses
Training
Other*

Vehicle Operating Expenses:

Vehicle Make/Model:
Purchase/Lease Date:
Provide purchase documents for new vehicles, provide original cost and depreciation claimed in previous years.
Total Kms driven in previous year
Business Kms driven in previous year
Fuel
Interest
Insurance
Leasing
Repairs & Maintenance
Parking

Office in Home:

Office Area (Sq. Ft)
Total Home Area (Sq. Ft)
Expenses:

Heat
Electricity
Insurance
Maintenance
Mortgage Interest
Property Tax
Other
Partnership Information
Partnership Names Percent Share

Other*:
\$
\$

*Please itemize expenses.
Do not forward any receipts, however, you should have them available should CRA request them.