



phone: 604-983-6632  
web: [www.jkctax.com](http://www.jkctax.com)

**SELF EMPLOYMENT PERSONAL TAX RETURN SUMMARY**

Client Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Type of Business \_\_\_\_\_

**REVENUE**

Sales (before GST) \_\_\_\_\_  
GST Collected \_\_\_\_\_

**COST OF SALES**

Opening Inventory \_\_\_\_\_  
Closing Inventory \_\_\_\_\_  
Direct Wages \_\_\_\_\_  
Purchases \_\_\_\_\_  
Subcontracts \_\_\_\_\_  
Other Direct Costs \_\_\_\_\_

**EXPENSES**

Accounting and Legal \_\_\_\_\_  
Advertising \_\_\_\_\_  
Dues, Licenses, Memberships, Taxes \_\_\_\_\_  
Insurance \_\_\_\_\_  
Meals and Entertainment \_\_\_\_\_ x 50%  
Office Expenses \_\_\_\_\_  
Rent \_\_\_\_\_  
Salaries and Wages \_\_\_\_\_  
Telephone \_\_\_\_\_  
Travel \_\_\_\_\_  
Utilities \_\_\_\_\_  
Other (provide description) \_\_\_\_\_



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### BUSINESS USE OF HOME

Complete this section if you used a home office during the year and wish to claim expenses

Square footage of office	_____	sq. ft.
Total square footage of home	_____	sq. ft.
	_____	%
Heat	_____	
Electricity	_____	
Insurance	_____	
Maintenance	_____	
Mortgage interest (request statement from bank)	_____	
Property taxes	_____	

### SELF EMPLOYMENT AUTOMOBILE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for from the prior year

Client Name: \_\_\_\_\_

### VEHICLE SPECIFICATIONS

Year	_____
Make	_____
Model	_____
Date of purchase	_____
Original Purchase price - including GST	_____

### BUSINESS USE CALCULATION

Please use the following section to calculate your business use, or provide an approximate % disallowed claims where no logbook was used to track actual usage

Odometer reading at January 1 km	_____	km
Odometer reading at December 31 km	_____	km
Kilometers driven for business use km	_____	km
Business use portion	_____	%

### EXPENSES

Fuel and oil	_____
Loan interest (request statement from bank)	_____
insurance	_____
License and registration	_____
Repairs and maintenance	_____
Lease payments	_____
Parking	_____