

Organizing Your Self Employed Tax Return For The Year Of: 202

Name: _____

Address: _____

Organize your receipts for the entire year into these categories. Separate the GST from each receipt total, and fill in both totals

General Expenses	Total, No GST	GST
Purchases/materials	-	-
Subcontractors	-	-
Advertising	-	-
Meals	-	-
Bad Debts	-	-
Insurance (not auto)	-	-
Interest and Bank Charges	-	-
Biz Taxes, Licences, Membership	-	-
Office Expenses	-	-
Office Stationary/Supplies	-	-
Professional Fees (Incl Legal & Accounting)	-	-
Management and Administration Fees	-	-
Rent (building, not home)	-	-
Repairs and Maintenance	-	-
Salaries, Wages, Benefits	-	-
Property Taxes	-	-
Travel Expenses	-	-
Utilities	-	-
Cell Phone	-	-
Fuel Costs (not auto)	-	-
Delivery, freight, express	-	-
Other:	-	-
Other:	-	-

Business Use Of Home - Standard	
Sq ft of area used for biz	sq ft
Total Sq Footage of Home	sq ft
Heat	-
Electricity	-
Home Insurance	-
Repairs & Maintenance	-
Mortgage Interest	-
Property Taxes	-
Strata Fees	-
Internet/Cable	-
Water/Sewer	-
Rental	-
Other	-
TOTAL Business Use of Home	-

Motor Vehicle description	
Make	0
Model	0
Year	0
KM driven to earn income	0
Total KM driven in tax year	0

Automotive Expenses	Total, No GST	GST
Auto Fuel	-	-
Repairs & Maintenance	-	-
Lease Payments (not purchase)	-	-
Car Washes	-	-
Car Insurance	-	-
Licence and Registration	-	-
Interest on \$ borrowed to purchase	-	-
Parking	-	-
Other:	-	-
TOTAL GST PAID (General + Auto) \$		-

Self Employed Income	Total, No GST	GST Collected
Income:	-	-
Income:		
Income:		
TOTAL GST COLLECTED \$		

Notes

GST REPORT	
TOTAL SALES	-
GST COLLECTED	-
GST PAID	-
NET GST DIFFERENCE	-

*** GST Collected - GST Paid =
(-Refund) +Owing***