## Self-Employment Statement (T2125)

Business Name:
If you have a GST/HST \# and would like us to complete the return for you, please enter your GST/HST \#. If you will complete it yourself, please provide us a copy for verification. $\square$
If a new business, when is the first day of activity? (MM/DD) $\square$
MPORTANT: If we are not processing the co-owner's tax return, please ensure we are provided with their T2125 to ensure both reports are matching.

## Business Income

Sales/Revenue
Other Income (Subsidy/Grants)
Total Business Income

## Cost of Goods Sold

Opening Inventory (if applicable, as of Jan 1st)
Purchases (Materials, etc.)
Direct wage costs (labour)

## Subcontracts

Closing Inventory (if applicable, as of Dec 31st)
Total Cost of Goods Sold

## Operating Costs

Advertising
Meals \& Entertainment
Insurance
Interest and bank charges
Business taxes, licenses and memberships
Office expenses/supplies
Professional fees (accounting/legal)
Management and administration fees
Rent
Repairs and maintenance
Wages \& benefits for employees (include CPP/EI/WSIB/etc)
Property taxes
Travel expenses
Utilities
Delivery, freight and express
Education \& training
Other costs
Cell phone costs
What \% of your cell phone was used for the business?
Total Operating Costs

| Gross (before GST/HST) | GST/HST | Net (after GST/HST) |
| :---: | :---: | :---: |
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| 0 | 0 | 0 |
| Gross (before GST/HST) | GST/HST | Net (after GST/HST) |
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| Gross (before GST/HST) | GST/HST | Net (after GST/HST) |
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## Motor vehicle information

Year/Make/Model (ex: 2013 Hyundai Sonata)
Year acquired (when you purchased it)
Total KM driven in the tax year
Total business related KM driven

Motor vehicle expenses related to the business
Fuel costs
Maintenance and repairs
Insurance
License and registration
Interest on vehicle
Parking (business-related only)
Total motor vehicle expenses
Total business related motor vehicle expenses
Business-Use-of-Home-Expenses
Area of home used stricly for the business (SQFT)
Total area of home (SQFT)

Heating
Electricity
Insurance
Repairs and maintenance
Mortgage interest
Property Taxes
Rent
Internet
Total home expenses
Total business related expenses
$\square$


## Capital Assets / Major Purchases

Note: please provide all documentation related to capital or major purchases.

## Land

Buildings
Equipment (\$500 or more)
Machinery
Vehicles
Computers/Laptops/Electronics (\$500 or more)
Total capital purchases

| Gross (before |
| :---: |
| GST/HST) | GST/HST Net (after GST/HST)

Added comments/notes (if you received the CEBA, CECRA/CERS, or CEWS in 2021, please specify below)

## NOTE: This statement of Self Employment Activities MUST be signed and dated below in order to be accepted for use.

I hereby declare that the above amounts are accurate. I understand that in the event of any further re-assessment or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. Kaylee McGillivray is processing my return based only on the figures I have provided and is not responsible for any costs or implications arising from any items that may be disallowed upon any such audit or review. Note: This is not an official Canada Revenue Agency form and should not be filed with your tax return. This form is for use by Small-Books for the preparation of your return.

Signature: $\qquad$ Date: $\qquad$

Email:

