

Howland Tax Services *International*



2011 Musician's Checklist (Canada)

Income

Employment income reported on T4 slips _____
Freelance income reported on T4A slips _____
Freelance income not reported on T4A slips _____
Per diems (if claiming related travel expenses below) _____
Royalties _____
Product sales (CDs, DVDs, etc.) _____

GST/HST Registrants

Does any of the above income include GST/HST collected? **Yes - this income (describe):**
\$ _____
...includes this amount of GST/HST:
\$ _____
 No - does not include GST/HST

How much GST/HST did you collect during 2011 (total)? _____

What GST/HST calculation method do you use? **Regular or Simplified Method**
 Quick Method
 I Don't Know

Cost of Goods Sold

If you maintain inventory for sale, such as CDs or other merchandise:

Indicate product inventory on Dec. 31, 2011
(i.e. number of CDs on hand) _____

Costs incurred in 2011 to produce new inventory
Manufacturing costs _____
Wage or subcontract costs _____
Other costs _____

Employment Insurance for Self-Employed Taxpayers

Have you entered into an agreement with the Canada Employment Insurance Commission (through Service Canada) to participate in the new "Employment Insurance (EI) Measure for Self-Employed People"? If yes, please indicate the date of registration. _____

Expenses

It is important to have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

Please indicate if expenses include GST/HST:

Expenses include GST/HST

Expenses do not include GST/HST

Accounting, tax preparation, legal, consulting _____

Advertising, promotion, publicity _____

Bad debts _____

Bank charges - for business bank accounts _____

Business tax, fees, licenses _____

Cell phone charges (airtime) - business portion only _____

Concert clothing - purchases _____

Concert clothing - cleaning, alterations _____

Convention expenses _____

Delivery, shipping _____

Equipment rentals _____

Hairstyling, cosmetics (performers only) _____

Insurance of business assets _____

Interest on business loans _____

Internet access - business portion only _____

Maintenance and repairs _____

Management and administration fees _____

Meals and entertainment - enter total amounts

- for documented business meetings _____
- for business travel outside home city _____

Music or art supplies (provide breakdown) _____

Membership fees - OCSM, RMA, etc. _____

Music lessons _____

Office/studio rent _____

Office supplies (postage, stationary, photocopying, etc.) _____

Other supplies and materials _____

Professional development (specify) _____

Research costs _____

Salaries, wages, benefits _____

Subcontract fees (i.e. agent, accompanist, copyist) _____

Subscriptions to industry periodicals _____

Supplies (provide breakdown) _____

Telephone - business portion only _____

Training courses - board, lodging, tuition (provide breakdown) _____

Travel (not including auto expenses) _____

Union dues - not shown on T4 or T4A _____

Utilities - not included in Business Use of Home _____

Website hosting and domain name registration _____

Medical premiums for *private* health plans (i.e. PHSP or Blue Cross premiums, but not MSP) _____

Other expenses (provide breakdown) _____

Business Use of Home

Total square footage of home _____

Square footage of areas used for business purposes _____

OR:

Total rooms in home _____

Number of rooms used for business purposes _____

Did you use the business area of the home exclusively for business purposes?

Yes No

If an area was used partly for business and partly for personal purposes, please indicate that area's square footage and the percentage of time it was used for personal purposes.

Mortgage interest (obtain statement from lender)	_____
Rent	_____
Insurance	_____
Home maintenance and repairs	_____
Electricity	_____
Heat	_____
Water	_____
Security System	_____
Other utilities	_____
Property taxes	_____
Strata fees	_____
Other expenses	_____

Write down the total amounts for the home, even if you did not personally pay all of the expenses.

Automobile

Canada Revenue Agency indicates that a logbook is required to document business mileage. CRA may accept another reasonable method of documenting business mileage, such as a date book indicating engagements.

Total kilometers the vehicle was driven in 2011	_____
Business kilometers driven in 2011	_____

Did you acquire a new vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cost of new vehicle	_____	
Make and model	_____	
Trade-in or selling price of old vehicle	_____	

Insurance	_____
Maintenance, repairs, car washes	_____
License fees	_____
Gas and oil	_____
Loan interest	_____
Lease charges	_____
Auto club membership	_____
Parking	_____

Write down the total amounts for the vehicle, even if you did not personally pay all of the expenses. If you purchased a new vehicle, please provide us with the receipt or sales contract.

Asset Purchases and Disposals in 2011

Asset purchases and disposals include items such as stereo or audio equipment, CD recordings, music books, sheet music, office/studio furniture, musical instruments, and computer hardware or software. We recommend that you provide us with the receipts for these items.

	Purchases	Disposals
Office or studio furniture	_____	_____
Cost or proceeds	_____	_____
Musical instruments	_____	_____
Cost or proceeds	_____	_____
Computer hardware (new)	_____	_____
Cost or proceeds	_____	_____
Computer hardware (used)	_____	_____
Cost or proceeds	_____	_____
Computer software	_____	_____
Cost or proceeds	_____	_____
Other assets (specify)	_____	_____
Cost or proceeds	_____	_____
Other assets (specify)	_____	_____
Cost or proceeds	_____	_____

Anything Else?

Please list any other items related to your music business here:
