

# Howland Tax Services *International*



## 2012 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 2012 (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, 2012  
(i.e. number of CDs on hand) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs incurred in 2012 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 2012	_____
Business kilometers driven in 2012	_____

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 2012

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.

	<b>Purchases</b>	<b>Disposals</b>
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:

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