

Howland Tax Services International



2016 Musician's Checklist (Canada)

Income

Employment income reported on T4 slips	\$	+
Freelance income reported on T4A slips	\$	+
Freelance income not reported on T4A slips	\$	+
Music teaching income not reported on T4A slips	\$	+
Per diems (if claiming related travel expenses)	\$	+
Royalties	\$	+
Product sales (CDs, DVDs, etc.)	\$	+
Other music income (specify type)	\$	=
Total income from music	\$	
* GST/HST included in above total income amount	GST \$	HST \$

GST/HST Registrants

* Your income amounts shown above may or may not include GST/HST collected. If any of the above income does include GST/HST, please show the amount of included GST/HST on the "GST/HST included" line.

How much GST did you collect during 2016 (total)? \$ _____
 How much HST did you collect during 2016 (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, 2016
 (i.e. number of CDs on hand) _____

Costs incurred in 2016 to produce new inventory:
 Manufacturing costs _____
 Wage or subcontract costs _____
 Other costs _____

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.

GST/HST Registrants

Expenses include GST/HST

Indicate if expenses include GST/HST

Expenses don't 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 (breakdown)

Membership fees – OCSM, RMA, etc.

Music lessons

Office/studio rent

Office supplies (i.e. postage, stationary, photocopying)

Other supplies and materials

Professional development (specify)

Research costs

Salaries, wages, benefits

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

Subscriptions to industry periodicals _____

Supplies (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) _____

EI for Self-Employed Taxpayers

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

Business Use of Home

Total square footage of home _____

Square footage of areas used for musical purposes _____

Did you use the business area of the home exclusively for business purposes?
 Yes No

Please note: 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 business purposes. If you work as an *employed* musician, time spent in the home office working on employment activities is considered personal, unless more than 50% of the job's activities are performed in the home office, and the employer certifies that this time is required under the terms of your contract.

Square footage of area not exclusively for business: _____

Percentage of time spent used for business 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 2016: _____

Business kilometres driven in 2016: _____

Did you acquire a new vehicle or sell an old one? Yes No

If yes, please provide your contract of purchase or sale, or other documentation.

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.

Asset Purchases and Disposals in 2016

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:
