

# Howland Tax Services International



## 2018 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 | <b>GST \$</b> | <b>HST \$</b> |

### 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 2018 (total)? \$ \_\_\_\_\_  
 How much HST did you collect during 2018 (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, 2018  
 (i.e. number of CDs on hand) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Costs incurred in 2018 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 2018: \_\_\_\_\_  
 Business kilometres driven in 2018: \_\_\_\_\_

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 2018

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:

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