

Howland Tax Services International



2020 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 2020 (total)? \$ _____
 How much HST did you collect during 2020 (total)? \$ _____

What GST/HST calculation method do you use?

Regular or Simplified Method

Quick Method

I Don't Know

COVID-19 Benefits

Businesses (including self-employed individuals) that received either the Canada Emergency Rent Subsidy (CERS) or Canada Emergency Wage Subsidy (CEWS) in 2020 must include the amounts in income reported on their returns.

Did you receive either of these benefits? Yes No

If yes, how much did you receive? _____

Cost of Goods Sold

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

Indicate product inventory on Dec. 31, 2020
(i.e. number of CDs on hand)

Costs incurred in 2020 to produce new inventory:

Manufacturing costs

Wage or subcontract costs

Other costs

Zero Emission Vehicles

Did you acquire a new zero emission vehicle during 2020?

Yes No

A zero-emission vehicle is a plug-in hybrid with battery capacity of at least 7kWh, or either a fully electric vehicle or a vehicle fully powered by hydrogen.

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

Total kilometers the vehicle was driven in 2020: _____

Business kilometres driven in 2020: _____

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 2020

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
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____