

Howland Tax Services *International*



2023 Musician's Checklist (Canada)

Income from Musical Activities

Please do not combine T4 slips with T4A slips on Lines 1-4. Add up and enter your T4 and T4A slips on separate lines as indicated. Also, please do not include below any pension income, such as Musician's Pension Fund, CPP or OAS.

1. Music employment income reported on T4 slips	\$	+
2. Freelance income reported on T4A slips	\$	+
3. Freelance income not reported on T4A slips	\$	+
4. Music teaching income not reported on T4A slips	\$	+
5. Per diems (if claiming related travel expenses)	\$	+
6. Royalties	\$	+
7. Product sales (i.e. CDs, DVDs, t-shirts, etc.)	\$	+
8. Other music income (specify type)	\$	=
9. Total income from musical activities	\$	
10. GST/HST included in Line 9 income *	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 GST/HST included on Line 10. For example, if you enter \$10,500 on Line 3, calculated as \$10,000 of freelance income + \$500 GST, enter \$500 on Line 10.

How much GST did you collect during 2023 (total)? \$ _____

How much HST did you collect during 2023 (total)? \$ _____

What GST/HST calculation method do you use?

- Regular Method
- 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, 2023

(i.e. number of CDs on hand)

Costs incurred in 2023 to produce new inventory:

Manufacturing costs

Wage or subcontract costs

Other costs

Expenses

It is advisable to have receipts or invoices that show the amounts paid to document all expenses. Digital receipts and invoices are acceptable. Note that credit card or bank statements may not be 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 _____

* Documented business meetings: you have a record of who you met and the purpose of the meeting(s)

Membership fees – OCSM, RMA, etc. _____

Music or art supplies (items that generally last for less than one year; please provide a breakdown)

Office/studio rent

Office expenses

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

Other supplies and materials (provide a breakdown) _____

Professional development, music lessons, etc.

Research costs

Salaries, wages, benefits

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

Subscriptions to industry periodicals or online services _____

Telephone – business portion only

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

Travel (not including auto expenses)

Union dues – not shown on T4 slip _____

Utilities not included in Business Use of Home (breakdown) _____

Website hosting, domain name registration

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

Other expenses (provide a 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

If you work as an *employed* musician, time spent in the home office working on employment activities should not be included, unless more than 50% of the job's activities are performed in the home office, and the employer certifies this time is required in your contract.

Total square footage of home

Total square footage of areas used for musical purposes

Did you use the area above exclusively for musical purposes?

Yes No

If yes, jump to "Mortgage interest" below...

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

1. Square footage of area used partly for musical purposes:

2. Percentage of time spent using area on Line 1 for musical 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

Enter 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 2023: _____

Business kilometres driven in 2023: _____

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 _____

Enter the total amounts for the vehicle, even if you did not personally pay all of the expenses.

Asset Purchases and Disposals in 2023

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) _____	_____ _____	_____ _____