

# Howland Tax Services International



## 2021 Self-Employment Checklist (Canada)

### Identification

What is your main product or service? \_\_\_\_\_

Name of business \_\_\_\_\_

Business address \_\_\_\_\_

Fiscal year end (usually Dec. 31) \_\_\_\_\_

### Income

Income reported on T4A slips \_\_\_\_\_

Income not reported on T4A slips \_\_\_\_\_

Other sales, commissions, or fees \_\_\_\_\_

Per diems, royalties \_\_\_\_\_

### 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 2021 (total)? \$ \_\_\_\_\_

Input Tax Credits claimed during 2021 (quarterly filers) \$ \_\_\_\_\_

What GST/HST calculation method do you use?

Regular or Simplified Method

Quick Method

I Don't Know

## COVID-19 Benefits

Businesses and self-employed individuals that received any of the following must include the amounts in the income reported on their returns (or in some cases, elect to reduce expenses). Please indicate how much you received for:

- Canada Emergency Rent Subsidy (CERS) \_\_\_\_\_
- Tourism and Hospitality Recovery Program (THRP) \_\_\_\_\_
- Hardest-Hit Business Recovery Program (HHBRP) \_\_\_\_\_
- Canada Recovery Hiring Program (CRHP) \_\_\_\_\_
- Canada Emergency Wage Subsidy (CEWS) \_\_\_\_\_

## Cost of Goods Sold (If You Sell Products)

Inventory at beginning of year \_\_\_\_\_  
Purchases during the year \_\_\_\_\_  
Wage and subcontract costs \_\_\_\_\_  
Other costs \_\_\_\_\_  
Inventory at end of year \_\_\_\_\_

## Expenses

You should have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

GST/HST Registrants: do your 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 \_\_\_\_\_  
Business tax, fees, licenses \_\_\_\_\_  
Convention expenses \_\_\_\_\_  
Delivery, shipping, freight \_\_\_\_\_  
Equipment rentals \_\_\_\_\_  
Insurance of business assets \_\_\_\_\_  
Interest on business loans \_\_\_\_\_  
Maintenance and repairs \_\_\_\_\_

Management and administration fees \_\_\_\_\_

Meals and entertainment – enter total amounts \_\_\_\_\_

- for documented business meetings \_\_\_\_\_
- for business travel outside home city \_\_\_\_\_

Office rent \_\_\_\_\_

Office supplies \_\_\_\_\_

Other supplies and materials \_\_\_\_\_

Professional development \_\_\_\_\_

Property taxes on business property \_\_\_\_\_

Research costs \_\_\_\_\_

Salaries, wages, benefits \_\_\_\_\_

Subcontract fees \_\_\_\_\_

Subscriptions to industry periodicals \_\_\_\_\_

Supplies (provide breakdown) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone and utilities \_\_\_\_\_

Training courses (lodging, tuition, etc.) \_\_\_\_\_

Travel (not auto) \_\_\_\_\_

Uniforms, cleaning and alterations \_\_\_\_\_

Union dues, business taxes and licenses \_\_\_\_\_

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? 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.

Write down the total amounts for the home:

Mortgage interest or rent paid \_\_\_\_\_

Insurance \_\_\_\_\_

Home maintenance and repairs \_\_\_\_\_

Hydro \_\_\_\_\_

Heat, water, other utilities \_\_\_\_\_

Property taxes \_\_\_\_\_

Strata fees \_\_\_\_\_

Other expenses \_\_\_\_\_

## Automobile

Total kilometers vehicle was driven in 2021 \_\_\_\_\_

Kilometers driven for business in 2021 \_\_\_\_\_

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

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

Write down the total amounts for the vehicle:

Insurance \_\_\_\_\_

Maintenance and repairs \_\_\_\_\_

License fees \_\_\_\_\_

Gas and oil \_\_\_\_\_

Car washes \_\_\_\_\_

Loan interest \_\_\_\_\_

Lease charges \_\_\_\_\_

Auto club membership \_\_\_\_\_

Parking \_\_\_\_\_

## Zero Emission Vehicles

Did you acquire a new zero emission vehicle during 2021?

Yes       No

**New for 2021:** a zero-emission vehicle can now still qualify if the vehicle was subject to a prior capital cost allowance (CCA) or terminal loss claim, provided the vehicle was not acquired by the taxpayer on a tax-deferred "rollover" basis, or previously owned or acquired by the taxpayer or a non-arm's length person or partnership..

## Equipment Purchases and Disposals in 2021

	Purchases	Disposals
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____
Asset (Specify) _____	_____ _____	_____ _____

## EI 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.

\_\_\_\_\_