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Your Financial Gardener	YEAR	Fax:	(416) 289-0581	
885 Progress Ave., LPH 7		Email:	info@forumtax.ca	
Scarborough, ON M1H 5B7		Web	www.forumtax.ca	
<b>FORM: For Self Employed &amp; Property Rental</b>	<b>Amount</b>	<b>Client's Name*</b>		
<b>Income (Includes HST)</b>		<b>Nature of Business*</b>		
Less: Hst Collected on Sales		<b>Assets</b>	<b>Value</b>	<b>Comments</b>
Purchases (Hst excluded)		Computer	\$	
Hst paid on Purchases ( Incpu tax credit)				
Closing Inventory				
Sub-Contract		Computer Software	\$	<b>Business Investment</b>
Other Costs				Loans, etc. \$
Total Direct Cost	-	Equipments	\$	Equipments \$
<b>Gross Income</b>	\$ -	Furniture	\$	Others \$
		Leasehold Improvements	\$	
<b>Expenses</b>		Machinery & Tools	\$	
Advertising		<b>Motor Vehicle</b>		<b>Home</b>
Meals		Year		Total Square feet
Bad Debts		Make & Model		Business Use Portion
Insurance		Value (At this time)		
Interest on Business Loans		Purchase Price	\$	
Business Taxes, Licences, Dues		Date of Purchase	YY MM DD	
Office Expenses		Leasing Document		
Supplies - Expenses		<b>Year kilometers driven</b>	<b>Business Use =</b>	
Legal & Accounting				
Management & Administration Fees		1. Nature of Business ( Activities)		A. Bank Statements (12 Months)
Rent - Business Premises		2. Business Registration Documents		B. Meals Receipts - Sort by Name
Maintenance & Repairs - Equipments		3. HST Registration Number		C. Sales Invoices - Sort by Months
Maintenance - Premises		4. Designated Business Phone #		D. Suppliers Invoices - Sort by Names
Salaries, Wages & Benefits		5. HST Remittance Form		E. Vehicle Log Sheet:
Property Tax		6. Employee(s) information		- Business Usage %
Travel - accomodations, etc				F. HST Payments
Telephone - Business				
Utilities, Heat, Hydro - Business Premises				
Delivery, Freight and Courier				
Other Expenses				
Bank Charges				
Conventions, Seminars, etc.		<b>Documents - Required (A)</b>	<b>(B)</b>	<b>(C)</b>
Leases - Equipments				
Medical Premiums		Capital Gain/Loss	Assessment (s)	Alimony - Paid
Rental - Equipments		Commission	Child's Fitness Receipts	Alimony - Received
Training, Conventions & Seminars		Gst Remittance form	Disability Certificate	Care Giver
WSIB Payments		HBP Statement(RRSP)	Fitness Receipts	Charitable Donation & Schedule 9
<b>Home Expenses</b>		HST Reimttance forms	Investments Statements	Disability Certificate
Heat		Income/Commission	GIS	Child Support before (1995)
Hydro		Rental - Real Estate	OAS	General - Others
Insurance		RRIF	Pension	Insurance Policies
Maintenance & Repairs		RRSP	RC62 Child Benefits	Interest - Investments
Mortgage Interest 'Only'		RRSP (HBP)	Safety Deposit	Interest - Student
Property Taxes		Sale of Investments	Scholarships	Medical Expenses
Telephone		T2200 - For home expenses	Severance Pay	Mortgage Interest Statement
Internet		T4, (T3, 5, 4E) T5008, T5013	T2202 A (Tuition)	Moving Expenses
<b>Motor Vehicle - Annual Expenses</b>		T4A, T4A(P),	Transit Pass	Political Donation
407 ETR		Tax Assessment (Prior Years)	RC62 Child Benefits	Tuition Fees T2202 & (Schedule -11)
Car Washes		TFSA - Investments & Income	Bank statements	Losses: Carriedforward
Gas		Vehicle Log Sheet - Mileage	Sales Invoices (yours)	Home Expenses: Carried forward
Insurance				
Interest on Vehicle Loan		1. Income Tax Act - You must have supporting receipts to evidence expenditures, these receipts must be kept for a period of seven (7) years		
Lease Vehicle Payments		2. The assets & expenses - paid by you and was not reimbursed by your employer		
License & registration		3. Home office space must be primarily allocated; actual square foot used for business activities this purpose.		
Maintenance & Repairs		4. Vehicle, a log sheet must be used to record all mileage/kilometers as to the portion used business and personal.		
Parking Tickets		5. Discuss Vehicle usage with your accountant, since there are various applications for usage, loans and leases.		
Reimbursements by Employer		6. This form (list) is generic in nature and does not include every business situation etc.		
<i>I have verified, and I hereby declare that the above information is true and correct, and I have all the receipts and supporting documents for the purpose of preparing my income tax return for the year.</i>				
<b>Signature</b>				
<b>Total Expenses</b>	-			
<b>Net Income</b>	\$ -	7. All invoices and Documents must be grouped and filed for CRA Audit purpose.		