

Schedule "A"

2016 SELF-EMPLOYED BUSINESS WORKSHEET

Business Name: _____

Are you registered for the GST/HST? (Yes/No)

If yes, please provide your GST/HST registration number _____

Have you filed your 2016 GST/HST return?
(Provide Copy) _____

GST/HST reporting method (Quick/Regular) _____

Please refer to the attached footnotes (located on page 5), where appropriate.

INCOME

Sales, commissions, fees (exclude GST/HST and PST) \$ _____
GST/HST collected (attach copies of GST/HST returns) (Footnote 1) _____

TOTAL INCOME

COST OF GOODS SOLD

Opening inventory _____
Purchases and other costs incurred during the year _____
Less: closing inventory _____
TOTAL COST OF GOODS SOLD _____

GROSS PROFIT

EXPENSES (Business Portion ONLY - Footnote 5)

Accounting, legal and professional fees _____
Advertising and unrestricted promotion _____
Bad debts, excluding GST _____
Restricted meals and entertainment (Footnote 3) _____
Business taxes, fees, licenses, membership fees _____
Delivery, freight, express, courier _____
Health and dental insurance premiums (Footnote 6) _____
Home office costs (complete attached Home Office Worksheet) _____
Insurance _____
Interest and bank charges _____
Management and administration fees _____
Motor vehicle (complete attached Motor Vehicle Worksheet) _____
Office supplies and expenses _____
Rent, excluding home office _____
Salaries and benefits _____
Telephone _____
Capital cost allowance (Footnote 1 and 2) _____
Other: _____

TOTAL EXPENSES _____

NET INCOME

\$ _____

FOOTNOTES

1. This amount can be computed by Paterson & Company on your behalf.
2. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2016, including the cost and applicable taxes, net of any GST/HST Input Tax Credits claimed or sales proceeds.
3. The deductible portion of meals and entertainment costs was 50% throughout 2016. Please enter the total of these costs in the 2016 Self-Employed Business Worksheet. We will eliminate the restricted portion.
4. The restriction on capital cost allowance claims for passenger vehicles acquired in 2016 is \$30,000 plus applicable taxes. The maximum deductible monthly lease cost is \$800 plus applicable taxes. Taxes should be net of any GST/HST Input Tax Credits claimed.
5. Expenses should include GST/HST if you use the quick method. Otherwise, expenses should be listed excluding the GST/HST.
6. Please provide details of coverage and premiums.