

# Schedule "A"

## 2021 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 2021 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 2021, 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 2021. Please enter the total of these costs in the 2021 Self-Employed Business Worksheet. We will eliminate the restricted portion.
4. The restriction on capital cost allowance claims for passenger vehicles acquired in 2021 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.