

Schedule "A"

2023 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 2023 GST/HST return? (please provide copy) YES NO

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 2023, 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 2023. Please enter the total of these costs in the 2023 Self-Employed Business Worksheet. We will eliminate the restricted portion.
4. The restriction on capital cost allowance claims for passenger vehicles acquired in 2023 is \$36,000 plus applicable taxes. The maximum deductible monthly lease cost is \$950 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.