

# Self-Employed Income & Expenses

When you have a Home Office



## Revenue

Gross Receipts/Sales .....

## Expenses

Salaries .....

Fuel .....

Meals & Entertainment .....

Office Supplies .....

Office Equipment .....

Telephone .....

Advertising .....

Professional Dues .....

Insurance .....

Interest & Bank Charges .....

Licenses, Dues & Memberships .....

Work Travel .....

Vehicle Insurance .....

Vehicle Maintenance .....

Hydro \* .....

Water \* .....

Property Taxes \* .....

Mortgage Interest Paid During The Year \* .....

House Insurance \* .....

## Vehicle

Make of Model of Vehicle

Year of Vehicle

Jan 1 Odometer Reading

Dec 31 Odometer Reading

Estimated % of Km used for Work

## \* Home Office Deduction Percentage

Total House S.F. ....

Home Office S.F. ....

When you run your business from home, a percentage of your house costs qualify as business expenses.

Enter in the total annual cost of the housing expenses noted above, along with the total square footage of your home and the square footage of your office or the space used in your home to operate your business.

\* Please keep all your receipts in the event Canada Revenue Agencies ask for verification. Automobile expense claims require a mileage log.