

FOR SELF-EMPLOYED

Taxation year : _____

First name: _____ Last name: _____

Business name (if registered) : _____

Activity type : _____

Ownership type: Single owner Partnership - your profit in % : _____

Informations related to taxes (GST / QST) - Mandatory to fill

If you have income / expenses outside of Quebec, please consult us before filling in the form.

You are not registered for GST/QST

(If the total of your gross sales is up to \$ 30,000, you must be registered for GST/QST)

If you are registered for GST/QST

You use the detailed method	You use the Quick Method
<input type="checkbox"/> You want us to prepare your GST/QST report Enter sales / expenses including GST/QST	<input type="checkbox"/> You want us to prepare your GST/QST report Enter sales / expenses including GST/QST
<input type="checkbox"/> You prepare your own GST/QST report Enter sales / expenses including GST/QST	<input type="checkbox"/> You prepare your own GST/QST report Enter sales before GST/QST and specify the GST/QST not remitted and expenses including GST/QST

Income

Total income not shown on any tax slip (T4A, T1204 etc.) _____

Cost of goods sold (if you sold products)

Purchase for re-selling	_____	If less than 100%
Inventory (stocks) at end of period	_____	_____

Direct expenses

Advertising	_____	_____
Meals and entertainment (<i>only if with client or supplier</i>)	_____	_____
Business insurance (<i>NOT for car</i>)	_____	_____
Interests and banking fees (<i>for business account only</i>)	_____	_____
Business registration renewal (34\$)	_____	_____
Supplies	_____	_____
Legal and related fees	_____	_____
Professional dues and permits	_____	_____
Accounting fees (<i>we automatically add our fees</i>)	_____	_____
Administration fees	_____	_____
Commercial rent	_____	_____
Telephone and public services	_____	_____
Salary paid	_____	_____
Subcontractors	_____	_____
Travelling expenses	_____	_____
Cellphone	_____	_____
Small tools (<i>less than \$ 200</i>)	_____	_____
Internet	_____	_____
Short-term car rent	_____	_____
Others (specify) :	_____	_____
	_____	_____
	_____	_____

Car use fees - Provide total annual expenses

Business proportion of car use :
 Car brand :

Leased vehicle

Provide retail price at the end of the lease
 Provide the beginning and end of the contract (ddmmyy) :
 Rental fees

Vehicle purchased

Provide purchase price
 If bought before (and never declared), provide merchant value
 Interests on car loan

Total expenses for the year

Gas and oil
 Insurance
 Maintenance and repair
 Registration fees
 Driver's license renewal fees
 Parking fees (*only for work*)

Business use of home - Provide total annual expenses

Business proportion of home use :
 Electricity
 Heating (*if not electric*)
 Home insurance

If owner

Mortgage interests (*the portion of the capital is NOT deductible*)
 Municipal taxes
 School taxes
 Condo fees

If tenant

Rent
 Others (specify) :

Depreciation - only if never depreciated (amortized) before

	Date of acquisition (ddmmyy)	Buying price	% use
<i>Category 8</i>			
Office furniture	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipement	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Category 12</i>			
Software	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Category 50</i>			
Computer and other equipement	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others (specify) :	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature:

Date:
(ddmmyy)