

AZURE TAXES

SELF-EMPLOYED CHECKLIST

NAME _____ YEAR _____

ADDRESS _____ CITY, ZIPCODE _____

TELEPHONE _____ EMAIL _____

GST # _____ PRODUCT OR SERVICE _____

DESCRIPTION	NET	GST	PST	TOTAL
Business income				
Product purchased for resale				
Subcontractors				
Advertising				
Meal & entertainment				
Bad debts				
Insurance				
Interest & bank charges				
Business tax, licenses & membership				
Office expenses				
Supplies & tools				
Management fees				
Business rent (excluding home office)				
Maintenance & repair (excluding vehicle)				
Wages & Benefits (including CPA, EI & WCB)				
Property Taxes (excluding home office)				
Business Travel & Accommodations				
Cellphone & Business Telephone				
Postage & Courier				

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Private Health Premiums				
Internet				
Other Expenses (description)				
Other Expenses (description)				
Other Expenses (description)				
Computer				
Software				
Equipment				
Furniture				

HOME OFFICE USE TO EARN BUSINESS INCOME

PERCENTAGE OF HOME USED FOR OFFICE _____

(Sq. ft. of home used for office/total sq. ft. of home)

	NET	GST	PST	TOTAL
Gas				
Electricity				
Insurance				
Maintenance & repairs				
Mortgage interest				
Property taxes				
Rent				
Strata fees				
Water / sewage / garbage				
Alarm system				

AZURE TAXES

PERSONAL VEHICLE USE TO EARN BUSINESS INCOME

VEHICLE DESCRIPTION _____

VEHICLE OWNED		VEHICLE LEASED	
PURCHASE PRICE		DATE LEASE STARTS	
DATE OF PURCHASE		DATE LEASE ENDS	
CURRENT VALUE		LIST PRICE	

PERCENTAGE OF VEHICLE USED TO EARN BUSINESS INCOME _____

(Kms driven to earn income / total kms driven in the year)

Please provide vehicle expenses details below.

	NET	GST	PST	TOTAL
Fuel				
Interest on vehicle loan				
Insurance				
License & registration				
Maintenance & repairs				
Lease payments				
Other (specify)				
PARKING (business use only)				
Any additional business insurance				

NOTE: IF YOUR VEHICLE WAS LEASED, PURCHASED OR SOLD DURING THE YEAR PLEASE PROVIDE ALL DOCUMENTS.