



# Greg Penner Accounting

## Cloud Accounting & Income Tax

### Self-employment Statement of Activities

#### Identification

Tax year	
Client name	
Client SIN	
Business name	
Business address	
Business number?	
GST registered? YES/NO	
Main product or service	
Last year of business? Y/N	
Percentage of partnership	
Partner name	
Partner address	
Partner SIN:	

#### Income and Earnings (Less GST if you are GST registered)

Sales, commissions or fees (Not reported on T4A)	
Sales, commissions or fees (Box 20 on T4A)	
Other (specify details and amounts below)	

#### Cost of Goods Sold (Less GST if you are GST registered)

Purchases during the year (net returns, allowances and discounts)	
Subcontracts	
Direct wage costs (and WCB)	
Other costs	
Opening cost value of inventory (beginning of the year)	
Closing cost value of inventory (end of the year)	



# Greg Penner Accounting

## Cloud Accounting & Income Tax

### Expenses (Less GST if you are GST registered)

Advertising	
Meals and entertainment (excluding meals while traveling)	
Bad Debts	
Insurance	
Interest	
Business fees, licenses, dues, memberships and subscriptions	
Office expenses	
Supplies	
Legal, accounting and other professional fees	
Management and administration fees	
Rent	
Maintenance and repairs	
Salaries and wages	
Travel (including transportation fees, hotels)	
Travel (meals while traveling)	
Business only telephone, cell phone, fax line, internet	
Utilities	
Delivery, freight and express	
Convention fees	
Bank fees	
Other expenses (Specify description and amounts below) – NOTE: Any individual items over \$200 must be itemized in the Fixed asset area below.	

### Fixed assets acquired and disposed of. (All capital property over \$200 in value including vehicles, equipment, furniture, etc. Please submit receipts for assets costing over \$500)

Date Purchased / Disposed of	Description	Cost	Percentage used for business



# Greg Penner Accounting

## Cloud Accounting & Income Tax

### Business Use of Home Expenses (Include GST in these amounts)

Total # rooms / Square feet of home	
Total # rooms / Square feet in dedicated business space	
ENTER TOTAL HOME EXPENSES ONLY BELOW	
Home Electricity	
Home Gas	
Home insurance	
Home Maintenance	
Mortgage interest	
Property Taxes	
House Rent	
Home Phone	
Internet	
Water	
Other expenses (Specify description and amounts below)	

### Motor Vehicle Expenses (Include GST in these amounts)

Year, Make Model of vehicle	
Total km driven in year	
Total km driven in year to earn income	
ENTER TOTAL VEHICLE EXPENSES ONLY BELOW	
Fuel (gas/oil)	
Insurance	
License and registration	
Maintenance and repairs	
Business parking	
407 ETR	
<b>Complete applicable below if vehicle financed or leased</b>	
Date payments began	
Date payments stopped	
Interest paid (only if financed)	
Lease payments (only if leased)	
Total lease payments deducted before this fiscal period for the vehicle	
Manufacturer's list price new (only if leased)	
Purchase price (only if financed)	



# Greg Penner Accounting

## Cloud Accounting & Income Tax

---

**NOTE: This statement of Self Employment Activities MUST be signed and dated below in order to be accepted for use.**

I hereby declare that the above amounts are accurate and do not include any GST =0 if I have declared so in the first section of this form and have provided my GST #. I understand that in the event of any further re-assessment or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. 8 h is processing my return based only on the figures I have provided and is not responsible for any costs or implications arising from any items that may be disallowed upon any such audit or review. Note: This is not an official Canada Revenue Agency form and should not be filed with your tax return. This form is for use by 8 h only in the preparation of your return.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this form with the rest of your personal tax information to us by either:

Fax to 1-888-296-0265

Mail to:  
Box 2053  
Beausejour MB  
R0E 0C0

Drop off at:  
638 Park Ave  
Beausejour, MB  
(white lockbox at front)

Secure Client Portal:

<https://gpaccounting.sharefile.com>

If you are new to using the portal ask us to set you up.  
Note this is the fastest option.