

**STATEMENT OF BUSINESS INCOME AND EXPENSES**

For the month of \_\_\_\_\_ Name \_\_\_\_\_

**TOTAL BUSINESS INCOME**

(Money actually received this month - attach proof of income) ..... \$\_\_\_\_\_ (A)

**BUSINESS EXPENSES**

(Money paid this month. - attach a copy of your bank statement. Do not include personal expenses.)

Advertising ..... \_\_\_\_\_

Licenses, dues, memberships ..... \_\_\_\_\_

Delivery, Freight, courier ..... \_\_\_\_\_

WCB & Insurance (other than vehicle)..... \_\_\_\_\_

Interest ..... \_\_\_\_\_

Maintenance & Repairs ..... \_\_\_\_\_

Office Supplies ..... \_\_\_\_\_

Materials & Supplies ..... \_\_\_\_\_

Legal, Accounting & other professional fees..... \_\_\_\_\_

Rent ..... \_\_\_\_\_

Wages paid to those *other* than yourself..... \_\_\_\_\_

Telephone/Cell phone ..... \_\_\_\_\_

Utilities ..... \_\_\_\_\_

Vehicle expenses (business use portion only)

- Gas ..... \_\_\_\_\_

- Repairs & Maintenance..... \_\_\_\_\_

- Insurance..... \_\_\_\_\_

- Lease/purchase payments ..... \_\_\_\_\_

Other (describe)..... \_\_\_\_\_

Other (describe)..... \_\_\_\_\_

Other (describe)..... \_\_\_\_\_

GST Payment to Canada Revenue Agency..... \_\_\_\_\_

TOTAL BUSINESS EXPENSES..... (.....)(B)

INCOME LESS EXPENSES (A) minus (B) ..... \$\_\_\_\_\_ (C)

LESS INCOME TAX INSTALLMENT PAYMENTS (C) x % as per table below..... (.....)(D)

NET SELF EMPLOYMENT INCOME (C) minus (D) ..... \$\_\_\_\_\_ (E)

Print this amount (E) on the first page of your Monthly Statement of *Personal* Income & Expenses under "Self Employment Income".

If (C) is under \$500	0%
\$500 to \$1,000	10%
\$1,001 to \$2,000	20%
\$2,001 and up	30%

This amount must be paid each month as an installment to Revenue Canada. A photocopy of both sides of your paid cheque or a receipt from Canada Revenue Agency (Revenue Canada) must be submitted on a monthly basis.