

INFORMATION SHEET FOR SELF EMPLOYED INDIVIDUALS

Company : _____

Individual's name: _____

New company? _____

Gross sales : _____

Commissions : _____

EXPENSES		BUSINESS USE OF HOME*	
Insurance		Insurance	
Cell phone		Heating	
Accounting		Electricity	
Union dues		Maintenance	
Courrier/shipping costs		Mortgage interest	
Office supplies		Internet	
Travel costs		Rent	
Legal fees		Software/Subscriptions	
Interest		Furniture	
Rent		Property taxes	
Supplies		Phone	
Advertising		Other expenses	
Meals		* % used for work	
Salaries			
Public services		VEHICLE COSTS	
Sub-contractors		Annual mileage total (km)	
Property taxes		Annual mileage for work (km)	
Transport		Date of purchase/Rental	
Other expenses		Owned or rented?	
		Monthly payment for rental	
		Purchase price	
		Insurance	

		Maintenance	
		Gas	
		Vehicle registration costs	
		Drivers license	
		Repairs	
		Parking	