

# Impôtaxe

Tel: 514-317-1736 | Fax: 514-800-2933

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## Self-Employed

Please provide invoices that apply to any expenses incurred for the purpose of earning business income.

- ☐ Business name
- ☐ Your percentage in the business
- ☐ Business address (if different from your home address)
- ☐ Main product or service
- ☐ Start/end date of the company (if it's the first or last year)
- ☐ Income
- ☐ Grants received
- ☐ GST/HST numbers if you're registered

### EXPENSES

- |  |   |
|--|---|
| <input type="checkbox"/> Advertising   | <input type="checkbox"/> Rent                           |
| <input type="checkbox"/> Insurance   | <input type="checkbox"/> Maintenance and repairs        |
| <input type="checkbox"/> Interest  | <input type="checkbox"/> Property taxes                 |
| <input type="checkbox"/> Business tax, fees, licences, dues,<br>memberships, and subscriptions | (other than those of the home office)                   |
| <input type="checkbox"/> Office expenses   | <input type="checkbox"/> Meals and entertainment        |
| <input type="checkbox"/> Supplies  | <input type="checkbox"/> Travel/Transportation          |
| <input type="checkbox"/> Accounting fees   | <input type="checkbox"/> Telephone and utilities        |
| <input type="checkbox"/> Legal fees  | <input type="checkbox"/> Delivery, freight, and express |
| <input type="checkbox"/> Other professional fees   | <input type="checkbox"/> Bad debts                      |
| <input type="checkbox"/> Management and administration fees                                    | <input type="checkbox"/> Equipment                      |
|  | <input type="checkbox"/> Other expenses                 |

### HOME BUSINESS EXPENSES (if applicable)

- ☐ % of the home used for business purposes
- ☐ Electricity
- ☐ Heat
- ☐ Home Insurance
- ☐ Mortgage interest
- ☐ Municipal tax
- ☐ School tax
- ☐ Maintenance and repairs
- ☐ Rent
- ☐ Condominium fees

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## **VEHICLE EXPENSES (if applicable)**

- ☐ Kilometers drove in the year for business purposes
- ☐ Total kilometers drove in the year
- ☐ Mark and year of the vehicle
- ☐ Fuel
- ☐ Insurance
- ☐ Registration
- ☐ Licence
- ☐ Maintenance and repairs
- ☐ Business parking fees
- ☐ Short term rental fees

### Vehicle purchased

- ☐ Date acquired
- ☐ Cost of vehicle if acquired during the year
- ☐ Fair value of the vehicle if purchased in a previous year but never declared
- ☐ Interest paid on vehicle loan

### Rented vehicle

- ☐ Lease charges incurred in the year
- ☐ Lease payments deducted in previous years
- ☐ Date lease commenced
- ☐ Date lease terminates