

Currie Accounting Services Ltd.

4 - 851 Lagimodiere Blvd., Winnipeg, Manitoba R2J 3K4

T.: (204) 231-0947 F.: (204) 231-0948 E.: info@currieaccounting.com W.: www.currieaccounting.com

Self-Employment or Unincorporated Business Checklist

1. Identification:

Business name:	_____		
Business address:	_____		
City/Prov.:	_____	Postal Code:	_____
Phone (Home):	_____	Phone (Work):	_____
E-Mail:	_____	Fax:	_____
Business number:	_____	Business activity:	_____
Partnership:	_____ (yes/no)		
Fiscal year-end:	_____	When did your business commence?	_____

2. Income and Expenses:

Income:

Sales, commissions, or fees (excluding GST and PST, or HST)	_____
GST and PST, or HST collected on sales	_____
Other income	_____
Are you using the GST Quick Method?	_____ (yes/no)

Expenses:

Advertising, promotion, gifts, etc.	_____
Bad debts	_____
Bank and credit card charges and fees	_____
Business tax, fees, licences, dues, memberships, and subscriptions	_____
Delivery, freight, express, and courier costs	_____
Insurance	_____
Interest	_____
Internet and network services	_____
Maintenance and repairs	_____
Meals and entertainment	_____
Office expenses	_____
Private health insurance premiums	_____
Professional fees (legal, accounting, etc.)	_____
Property taxes	_____
Rent	_____

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Salaries, wages, and benefits _____

Supplies _____

Telephone _____

Travel _____

Utilities _____

Other expenses (list below and provide details):

Automobile Expenses:

Kilometres driven in the year for business _____

Total kilometres driven in the year _____

Please provide the total annual amounts for the following:

Auto club (i.e., CAA) _____

Car washes _____

Fuel and oil _____

Interest paid on car loan or lease cost _____

Insurance _____

Licence and registration _____

Maintenance and repairs _____

Parking _____

Other vehicle expenses (list below and provide details):

If you purchased a vehicle for business use, please provide your purchase agreement showing purchase price, trade-in value, and down payment.

If you lease a vehicle for your business, please provide a photocopy of the lease agreement showing the manufacturer's list price and down payment.

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Work space in the home expenses:

Square footage of business use OR Room(s) used for business purposes _____

Total square footage of home OR Total number of rooms in home _____

Please provide the total annual amounts for the following (do not prorate)

Electricity _____

Heat _____

Insurance _____

Maintenance and repairs _____

Mortgage interest _____

Property taxes _____

Rent _____

Security _____

Snow removal and landscape maintenance _____

Water and sewage _____

Other expenses (list below and provide details): _____

3. Capital Assets (purchased or sold during year):

Please provide a description of the assets as well as the amounts involved
in the purchase of new assets or the sale of old assets.

Description:	Purchase Price of New Asset	Selling Price of Old Asset
Computers	_____	_____
Equipment	_____	_____
Furniture	_____	_____
Software	_____	_____
Tools	_____	_____
Computers	_____	_____
Other assets (list below):	_____	_____

4. Other Information:

Please provide a list of "accounts receivable" and "accounts payable" at your year-end.

Please provide a detailed listing of GST collected on sales and GST paid on expenses,
and please include copies of GST returns filed (or not yet filed) and installments paid.