

**Net income from self-employment (with GST/HST)**

Name of debtor:

Month:

**GROSS INCOME:** (attach proof of income-invoices/cheque stub/bank statement) \$\_\_\_\_\_

Less: GST/HST collected (\_\_\_\_\_)

Gross income net of GST/HST: \$\_\_\_\_\_

**BUSINESS EXPENSES:**

	amount paid	less GST/HST	expense claimed
Office (stationery, postage, etc)	_____	_____	_____
Business meals (full amount)	_____	_____	_____
Advertising & promotion (ads/cards)	_____	_____	_____
Travel (hotel, bus/air etc)	_____	_____	_____
Motor vehicle (fuel/repairs/insurance)	_____	_____	_____
Phone & utilities (business only)	_____	_____	_____
Delivery, freight & courier	_____	_____	_____
Cost of goods sold (product purchases)	_____	_____	_____
Supplies (small tools, paint, materials)	_____	_____	_____
Salaries/wages (not to spouse/child)	_____	_____	_____
Workers' Compensation premium	_____	_____	_____
Subcontractors	_____	_____	_____
Insurance (business related)	_____	_____	_____
Other _____	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS</b>	<b>\$_____</b>	<b>\$_____</b>	<b>\$_____</b>

Deduct expenses without GST/HST (\_\_\_\_\_)

**NET INCOME (before tax)** \$\_\_\_\_\_

Tax installment (must attach proof of payment) \$(\_\_\_\_\_)

Net income from self-employment (this number is to be put on your monthly sheet) \$\_\_\_\_\_

**GST/HST SUMMARY FOR THE MONTH**

GST/HST collected \$\_\_\_\_\_ less GST/HST paid out \$\_\_\_\_\_ = \$\_\_\_\_\_ GST/HST owing