

## SELF-EMPLOYMENT INCOME AND EXPENSE FORM

Member/Tenant Name:	
Name of Business:	
Type of Business: (Eg. Day Care, Uber, Cleaning)	
Start Date of Business: (MM/DD/YYYY)	Fiscal Year End Date:

<u>Gross Income</u>	
Sales/Service Income.....	\$ _____
Commission/Fee's.....	\$ _____
Interest Income.....	\$ _____
Other Business Income.....	\$ _____
<b>Total Gross Income</b>	<b>\$ _____</b>

<u>Expenses</u>	
Advertising.....	\$ _____
Meals and entertainment.....	\$ _____
Bad debts.....	\$ _____
Insurance.....	\$ _____
Interest and bank charges.....	\$ _____
Business taxes/licences/membership.....	\$ _____
Office expenses (including supplies).....	\$ _____
Professional fees (includes legal and accounting fees).....	\$ _____
Management and administration fees.....	\$ _____
Rent (for property/space rented separate from the personal home).....	\$ _____
Repairs and maintenance.....	\$ _____
Salaries, wages, and benefits (including employer's contributions).....	\$ _____
Property taxes.....	\$ _____
Travel expenses.....	\$ _____
Utilities.....	\$ _____
Fuel costs (except for motor vehicles).....	\$ _____
Delivery, freight, and express.....	\$ _____
Motor vehicle expenses (not including CCA) .....	\$ _____
Capital cost allowance (CCA).....	\$ _____
CCA for business-use-of-home expenses.....	\$ _____
Other expenses (specify); _____	\$ _____
<b>Total expenses</b>	<b>\$ _____</b>

<b>Total Net Income</b> (total gross income minus total expenses)	<b>\$ _____</b>
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I acknowledge that the information provided on this form may be shared with any party involved in determining my rent geared-to-income (RGI) rent/housing charge, reviewing my eligibility to receive or continue receiving RGI assistance or conducting a review of a decision relating to my RGI rent/housing charge calculation or eligibility to receive RGI assistance.

Name:	Signature:	Date:
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## Definitions

### Income

**Sales/Service Income** – income from the sale of goods or provision of a service for which the person/company is paid to perform

**Commission/Fee's** – additional fee's or income not included in the Sales/Service Income

**Interest Income** – income earned from bank balances, investments, other company assets

**Other Business Income** – income that may be received outside of the above

### Expenses

**Advertising** - expenses for advertising, including advertising in Canadian newspapers and on Canadian television and radio stations. An amount paid as a finder's fee.

**Meals and entertainment** - Can claim 50% of actual costs for food, beverages and entertainment expenses spent for the company

**Bad debts** - Deduction for any account receivables that is not expected to be paid but was included in income

**Insurance**- commercial insurance premiums that is paid for insurance on any buildings, machinery, and equipment used in the business

**Interest and bank charges** - interest on money borrowed for business purposes or to acquire property for business purposes

**Business taxes/licences/membership** - annual licence fees and some business taxes incurred to run the business. Eg. beverage licenses; business charges; trade licences; motor vehicle licenses; and motor vehicle registration permits. Annual dues or fees to keep a membership in a trade or commercial association, as well as subscriptions to publications

**Office expenses (Including supplies)** - these include small items such as pens, pencils, paper clips, stationery, and stamps (not the purchase of furniture or equipment). Cost of items the business used to provide goods or services for example, household supplies that children use or food bought to feed children in a home day care.

**Professional fees (includes legal and accounting fees)** - the fees incurred for external professional advice, services, and consulting fees such as legal fee's or accounting fee's.

**Management and administration fees** - deduct management and administration fees including bank charges incurred to run your business.

**Rent (for property/space rented separate from the personal home)** - rent incurred for property used in the business such as rent for land or building where the business is situated.

**Repairs and maintenance** - the cost of labour and materials for any minor repairs or maintenance done to property used by the business to earn income. Not for capital expenses

**Salaries, wages, and benefits (including employer's contributions)** - employees' gross salaries and other benefits. Not to include salaries/drawings for the owner or partner of the business

**Property taxes** - property taxes incurred for land and buildings where the business is situated.

**Travel expenses** – 50% of travel expenses incurred to earn business and professional income such as public transportation fares, hotel accommodation, and meals. Eg. A daycare provider can deduct costs of tickets bought for field trips.

**Utilities** - expenses for telephone and utilities, such as gas, oil, electricity, water, and cable, if the expenses are related to earning income.

**Fuel costs (except for motor vehicles)** - cost of fuel used in your business including gasoline, diesel, and propane, motor oil, and lubricants for business equipment such as generators or pumps.

**Delivery, freight, and express** - the cost of delivery, freight, and express that relates to your business for the year.

**Motor vehicle expenses (not including CCA)** - expenses to run a motor vehicle used to earn business income.

**Capital cost allowance (CCA)** – an allowance for the depreciation of business property, such as a building, furniture, or equipment.

**CCA for business-use-of-home expenses** - expenses for the business use of a work space in a private home if the space is only used to earn income, the space is used on a regular, ongoing basis and the home is your principal place of business.

**Other expenses (specify)** – other expenses that are not included in any of the other expense listing but that are incurred to operate or conduct business