

FOR SELF-EMPLOYED

Taxation year : _____

First name: _____ Last name: _____

Business name (if registered) : _____

Activity type : _____

Ownership type: Single owner Partnership - your profit in % : _____

Informations related to taxes (GST / QST) - Mandatory to fill

If you have income / expenses outside of Quebec, please consult us before filling in the form.

- You are not registered for GST/QST**
(If the total of your gross sales is up to \$ 30,000, you must be registered for GST/QST)

If you are registered for GST/QST

You use the detailed method	You use the Quick Method
<input type="checkbox"/> You want us to prepare your GST/QST report Enter sales / expenses including GST/QST	<input type="checkbox"/> You want us to prepare your GST/QST report Enter sales / expenses including GST/QST
<input type="checkbox"/> You prepare your own GST/QST report Enter sales / expenses including GST/QST	<input type="checkbox"/> You prepare your own GST/QST report Enter sales before GST/QST and specify the GST/QST not remitted and expenses including GST/QST

Income

Total income not shown on any tax slip (T4A, T1204 etc.) _____

Cost of goods sold (if you sold products)

Purchase for re-selling _____ If less than 100%

Inventory (stocks) at end of period _____

Direct expenses

Advertising	_____	_____
Meals and entertainment (<i>only if with client or supplier</i>)	_____	_____
Business insurance (<i>NOT for car</i>)	_____	_____
Interests and banking fees (<i>for business account only</i>)	_____	_____
Business registration renewal (34\$)	_____	_____
Supplies	_____	_____
Legal and related fees	_____	_____
Professional dues and permits	_____	_____
Accounting fees (<i>we automatically add our fees</i>)	_____	_____
Administration fees	_____	_____
Commercial rent	_____	_____
Telephone and public services	_____	_____
Salary paid	_____	_____
Subcontractors	_____	_____
Travelling expenses	_____	_____
Cellphone	_____	_____
Small tools (<i>less than \$ 200</i>)	_____	_____
Internet	_____	_____
Short-term car rent	_____	_____
Others (specify) :	_____	_____
	_____	_____
	_____	_____