



**IMPORTANT NOTICE :**

PLEASE BRING US YOUR DOCUMENTS NEEDED TO COMPLETE YOUR INCOME TAX RETURNS BEFORE **APRIL 15TH** IN ORDER NOT TO PAY EXTRA FEES IN ORDER TO HAVE THEM COMPLETED BY APRIL 30TH

**FOR THE 2024**

**TO COMPLETE IF YOU ARE SELF-EMPLOYED**

**YOUR NAME** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

BUSINESS NUMBER (NEQ) \_\_\_\_\_

Main product or Service \_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_

GST number \_\_\_\_\_

QST number \_\_\_\_\_

Do we need to complete the GST/QST reports  YES  NO

<b>GROSS BUSINESS INCOME / SELF-EMPLOYMENT not included on T4A</b>	\$
Opening inventory (January 1st)	\$
Purchases during the year	\$
Closing Inventory (December 31)	\$
Sub-Contracts	\$
Other Costs	\$

<b>EXPENSES</b>	
Publicity	\$
Meals and intertainment	\$
Insurances	\$
Interests and bank charges	\$
Business taxes, Licences and membership	\$
Office expenses	\$
Office stationary and supplies	\$
Professional fees (Accountant, lawyer, etc)	\$
Management and administration fees	\$
Business rent	\$
Repairs and maintnance	\$
Salaries, wages	\$
Property taxes	\$
Travel expenses	\$
Utilities paid for the business (electricity, telephone, heating, etc)	\$
Delivery, freight and express	\$
Other expense : (specify) _____	\$



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FOR THE 2024

**TO BE COMPLETED FOR SELF-EMPLOYMENT HOME OFFICE**

**BUSINESS USE OF HOME EXPENSES**

<b>Area of home used for business</b>	_____ %	
Heating and electricity	_____	\$
Rent	_____	\$
Insurances	_____	\$
Repairs and maintenance	_____	\$
Mortgage interests	_____	\$
Property Taxes (Municipal taxes and School taxes)	_____	\$
Other expenses (specify) _____	_____	\$

**TO BE COMPLETED IF YOU USE YOUR MOTOR VEHICLE FOR WORK**

<b>AUTOMOBILE DESCRIPTION (BRAND AND YEAR)</b>	_____	
Total km driven for business use	_____	km
Total km driven for the year	_____	km
Gas	_____	\$
Rental fees	_____	\$
Loan Interests	_____	\$
Repairs and maintenance	_____	\$
Insurances	_____	\$
Immatriculation, driver's permit	_____	\$
Parking for business use	_____	\$
Toll bridge fees	_____	\$

**TO BE COMPLETED IF YOU WORK FROM YOUR HOME OFFICE**

T2200 AND TP-64.3 COMPLETED AND SIGNED BY YOUR EMPLOYER

<b>Area of home used for office</b>	_____ %	
Rent paid for worked period	_____	\$
Office supplies (pens, paper, ink, etc)	_____	\$
Electricity, heating and water	_____	\$
Internet	_____	\$
Telephone	_____	\$