



**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

**GROSS BUSINESS INCOME / SELF-EMPLOYMENT** not included on T4A

Opening inventory (January 1st)	\$
Purchases during the year	\$
Closing Inventory (December 31)	\$
Sub-Contracts	\$
Other Costs	\$

**EXPENSES**

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)	\$