



SECTION 1 — BUSINESS INFORMATION

Client Name	
Business Name	
Business Address	
Primary Business Activity	

SECTION 2 — GST INFORMATION

Is this business registered for GST?

- No
- Yes — If yes, please provide GST Number:

Does ABNI Financial Services file the GST return?

- No — If no, please provide a copy of the filed return.
- Yes

SECTION 3 — REVENUE

Sales (before GST)	
GST Collected	

SECTION 4 — COST OF SALES (Including GST)

Opening Inventory	
Purchases	
Direct Wages	
Subcontracts	
Other Direct Costs	
Closing Inventory	



SECTION 5 — BUSINESS EXPENSES (Including GST)

Note:

Do NOT include principal residence expenses here.
See Section 6 — Business Use of Home for home-related expenses.

Advertising	
Meals and Entertainment	
Bad Debts	
Insurance	
Interest and Bank Charges	
Business Taxes / Licenses / Memberships	
Office Expenses	
Office Supplies and Stationery	
Professional Fees (legal & accounting)	
Management and Administrative Fees	
Rent	
Repairs and Maintenance	
Salaries (incl. employer contributions)	
Property Taxes	
Telephone If personal phone, provide % of business use:	%



SECTION 5 (continued) — BUSINESS EXPENSES

Travel and Moving	
Travel Convention	
Utilities	
Fuel Non-vehicle fuel — see Section 9 for vehicle fuel.	
Delivery	
Other Expenses Provide description in left box, amount in right box.	

SECTION 6 — BUSINESS USE OF HOME

Square Footage of Office		Sq. ft.
Total Square Footage of Home		Sq. ft.
Electricity		
Heat		
Insurance		
Maintenance		
Mortgage Interest Request bank statement. Include INTEREST only — not full mortgage payment.		
Property Taxes		
Rent Paid		
Other Provide description:		

SECTION 7 — SELF-EMPLOYMENT AUTOMOBILE SUMMARY

Important:

Please provide ABNI Financial Services with all vehicle lease, purchase and finance agreements.

Client Name	
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Vehicle Specifications

	Vehicle One	Vehicle Two
Own or Lease		
Year		
Make		
Model		
Date of Purchase or Lease		
Original Purchase Price (incl. GST)		

SECTION 8 — BUSINESS USE CALCULATION

	Vehicle One	Vehicle Two
Odometer Reading — January 1	km	km
Odometer Reading — December 31	km	km
Km Driven for Business (per mileage log)	km	km
Business Use %	%	%



SECTION 9 — VEHICLE EXPENSES (Including GST)

	Vehicle One	Vehicle Two
Fuel and Oil		
Loan Interest (request statement from bank)		
Insurance		
License and Registration		
Repairs and Maintenance		
Lease Payments		
Parking		

NOTES / ADDITIONAL COMMENTS

Important Disclaimer:

This checklist covers the most common self-employment income and expenses. Every business situation is unique. If you have questions or additional items to discuss, please contact our office or email accounting@abni.ca before submitting. Thank you for choosing ABNI Financial Services.

Please authorize ABNI Financial Services as your CRA Level 2 representative. Business Number: 725748826