



ACCOUNTING SERVICES

PERSONAL INFORMATION:

Name: _____ SIN# _____

Address: _____

Email: _____

BN if HST Registered: _____

INCOME

Freelance income reported on T4A Slips _____ Freelance income not reported on T4A Slips _____

Per diems (if claiming related travel expenses below) _____

Royalties _____ Product sales (CDs , DVDs, etc.) _____

GST/HST REGISTRANTS

Does the income above include or exclude GST/HST Yes No – does not include GST/HST

How much GST/HST was collected during the year _____

What method of calculation is used.

- Regular or Simplified Method
- Quick Method
- I Don't Know

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EMPLOYMENT INSURANCE FOR
SELF-EMPLOYED TAXPAYERS

Have you entered into an agreement with the Canada Employment Insurance Commission (through Service Canada) to participate in the new "Employment Insurance (EI) Measure for Self-Employed People"?

If yes, please indicate the date of registration _____

EXPENSES

We don't need to see them, but it is important to have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

Please indicate if expenses Yes – include or No – exclude GST/HST:

AUTO EXPENSES (SEE DETAIL SCHEDULE)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
BAD DEBTS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
BANK CHARGES – FOR BUSINESS BANK ACCOUNTS ONLY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
BUSINESS TAX, FEES, LICENSES, MEMBERSHIP DUES	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CELL PHONE CHARGES (AIRTIME) – BUSINESS PORTION ONLY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
COMMISSIONS (AGENTS ETC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
WARDROBE / COSTUMES / CLOTHING FOR STAGE USE ONLY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
WARDROBE / CLEANING / ALTERATIONS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CONVENTION / CONFERENCE EXPENSES	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DELIVERY / SHIPPING	Yes <input type="checkbox"/>	No <input type="checkbox"/>
EQUIPMENT RENTALS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
HAIRSTYLING / COSMETICS (PERFORMERS ONLY)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
INSURANCE OF BUSINESS EQUIPMENT / PROPERTY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
INTEREST ON BUSINESS LOANS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
INTERNET ACCESS / BUSINESS PORTION ONLY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MAINTENANCE AND REPAIRS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MANAGEMENT AND ADMINISTRATION FEES	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MEALS AND ENTERTAINMENT – ENTER TOTAL AMOUNTS		
<input type="radio"/> for documented business meetings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="radio"/> for business travel outside home city	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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ARTISTS AND MUSICIAN'S
TAX ORGANIZER



ZOE KLEIN
& COMPANY

1235 BAY STREET,
SUITE 604,
TORONTO, ON M5R 3K4
TEL 416.323.3709
FAX 416.323.3406
EMAIL OFFICE@ZOEKLEIN.CA
WWW.ZOEKLEIN.CA

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EXPENSES

- MUSIC OR ART SUPPLIES (PROVIDE BREAKDOWN) Yes No

- PROFESSIONAL DEVELOPMENT: CLASSES / TRAINING Yes No

- OFFICE / STUDIO RENT (IF OUTSIDE YOUR HOME) Yes No

- OFFICE SUPPLIES (POSTAGE, STATIONARY, PHOTOCOPYING, ETC) Yes No

- SUPPLIES AND MATERIALS Yes No

- RESEARCH COSTS Yes No

- SALARIES / WAGES / BENEFITS Yes No

- SUBCONTRACT FEES (I.E. ACCOMPANIST, COPYIST) Yes No

- SUBSCRIPTIONS TO INDUSTRY PERIODICALS Yes No

- SUPPLIES AND MATERIALS (DIRECTLY RELATED TO YOUR WORK) Yes No

- TELEPHONE – BUSINESS LINES ONLY (HOME PHONE COSTS NOT ALLOWED) Yes No

- TRAVEL (TAXI / BUS / AIR / TRAIN / VEHICLE RENTAL) Yes No

- WEBSITE HOSTING AND DOMAIN NAME REGISTRATION Yes No

- MEDICAL PREMIUMS FOR * PRIVATE* HEALTH PLANS Yes No

- OTHER EXPENSES THAT DON'T SEEM TO FIT ELSEWHERE (PROVIDE BREAKDOWN) Yes No

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BUSINESS USE OF HOME

Total square footage of home _____

Square footage of areas used for business purposes _____ or: Total rooms in home _____

Number of rooms used for business purposes _____

Did you use the business area of the home exclusively for business purposes? _____

If an area was used partly for business and partly for personal purposes – please indicate that area's square footage and the percentage of time it was used for personal purposes.

Write down the total amounts for the home:

Mortgage Interest _____

Rent Paid _____

Insurance _____

Property Taxes _____

Home Maintenance / Repairs _____

Heat _____

Hydro _____

Other Utilities _____

Security _____

Condominium Fees _____

Other Expenses _____

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AUTOMOBILE

Canada Revenue Agency indicates that a log book is required to document business mileage. CRA may accept another reasonable method of documenting business mileage, such as a date book indicating engagements.

Make / model / year of vehicle _____

Total kilometers vehicle was driven Kilometers driven for business _____

Did you acquire a new vehicle? Yes No _____

IF YES – please provide a copy of the bill of sale or the lease agreement. _____

Insurance _____ Maintenance / Repairs _____

License Fees _____ Gas And Oil _____

Loan Interest _____ Lease Charges _____

Parking _____ Car Washes _____

Auto Club Membership _____

DID YOU BUY OR SELL EQUIPMENT VALUED AT OVER \$500 during the year. If so, provide details:

Asset purchases and disposals include items such as stereo or audio equipment, CD recordings, music books, sheet music, office/studio furniture, musical instruments, and computer hardware or software. If you are a GST/HST Registrant please indicate GST/HST paid out separately.

PURCHASES	SALES OF ASSET
Studio / Office Furniture (provide breakdown)	Studio / Office Furniture
●	●
●	●
●	●
Computer Hardware	Computer Hardware
●	●
●	●
●	●
Computer Software	Computer Software
●	●
●	●
●	●
Other Assets	Other Assets
●	●
●	●

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ANYTHING ELSE

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