

SELF-EMPLOYED INCOME (2025)

CLIENT NAME:

BUSINESS INFORMATION

Business / trade name: Business number (BN):

GST / HST number: Industry / type of business:

Fiscal year end: Date business started (if new):

Are you registered to collect GST / HST? Yes No

Do you use the GST / HST Quick Method of accounting? Yes No

Quick Method filers report income differently — let us know so we can apply the correct rates.

Would you like us to prepare and file your GST / HST return? Yes No

PARTNERSHIP INFORMATION

Complete only if this business is operated as a partnership. Each partner files their own T2125.

Name: SIN:

Ownership %: % Relationship:

INCOME

Gross revenue (including GST / HST collected): \$

GST / HST collected (if known): \$

Income reported on a T4A slip: \$ Government grants / subsidies: \$

Digital platform income: \$ Bad debts (uncollectable invoices): \$

e.g. Uber, Fiverr, YouTube, eBay

VEHICLE EXPENSES

Did you use a vehicle for business purposes in 2025? Yes No

If yes — complete the Vehicle Expense Worksheet and provide it with this checklist.

SUBCONTRACTORS & EMPLOYEES

Did you pay any subcontractors or independent contractors in 2025? Yes No

If yes — did you issue T4A slips for payments over \$500? Yes No

T4A slips are required for payments to individuals over \$500. Penalties apply for non-compliance.

Did you have any employees on payroll in 2025? Yes No

If yes — were all T4 slips issued and payroll remittances made on time? Yes No

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COST OF GOODS SOLD

Complete only if your business sells physical products. Leave blank if you provide services only.

Total cost of goods sold: \$
 Include opening inventory, purchases, direct labour, and subcontracts, less closing inventory.

OPERATING EXPENSES

Advertising and marketing	\$ <input type="text"/>	Meals and entertainment	\$ <input type="text"/>
Interest and bank charges	\$ <input type="text"/>	<i>Include 100% of expenses.</i>	
Insurance	\$ <input type="text"/>	Legal and accounting fees	\$ <input type="text"/>
Office expenses	\$ <input type="text"/>	Salaries, wages and benefits	\$ <input type="text"/>
Supplies	\$ <input type="text"/>	Subcontractor fees	\$ <input type="text"/>
Rent (business premises)	\$ <input type="text"/>	<i>Not included in cost of goods above.</i>	
Property taxes (business property)	\$ <input type="text"/>	Travel	\$ <input type="text"/>
Utilities (business property)	\$ <input type="text"/>	Telephone and internet	\$ <input type="text"/>
Administration and management fees	\$ <input type="text"/>	Continuing education / training	\$ <input type="text"/>
Private health services plan premiums	\$ <input type="text"/>	Licences, dues and memberships	\$ <input type="text"/>
		Delivery, freight and courier	\$ <input type="text"/>
		Other:	\$ <input type="text"/>

BUSINESS USE-OF-HOME EXPENSES

Did you use a portion of your home for business in 2025? Yes No

Office area (sq ft): sq ft Total home area (sq ft): sq ft
Square footage preferred. If unknown, provide number of rooms used vs. total rooms.

Home Office Expenses

Heat	\$ <input type="text"/>	Maintenance and repairs	\$ <input type="text"/>
Electricity	\$ <input type="text"/>	Mortgage interest	\$ <input type="text"/>
Water	\$ <input type="text"/>	Rent (if renting)	\$ <input type="text"/>
Internet	\$ <input type="text"/>	Property taxes	\$ <input type="text"/>
Home insurance	\$ <input type="text"/>	Condo / strata fees	\$ <input type="text"/>
Other:			\$ <input type="text"/>

OTHER RECEIPTS & COMMENTS