mb | Accounting · Tax · Advisory

Tax year 2026

Self-employed worksheet

For a business, freelance work, contract work or a side gig.

How to use this worksheet

1. Type in the shaded boxes. Leave a box empty if it does not apply.
2. Totals add up by themselves in Adobe Acrobat Reader (free). In other apps, just leave them; we add them up.
3. Save the PDF and upload it in your organizer, with your receipts and slips.

You type here | *Example* Shows the format | Adds up by itself

Car costs go in the vehicle log. Home office costs go in the home office worksheet.

1. Your business

Business name

Your own name is fine if the business has no name

What the business does

For example: hair styling, web design, driving instructor, consulting

Business address

Where it is run from, with postal code

Date you started (if in 2026) — *Type like 2026-03-01*

Where do you work from?

Your share of the business — 100 — *100% if it is yours alone. In a partnership, your partner claims the rest.*

Registered for GST/HST?

GST/HST number

Like 123456789 RT0001

2. Money you earned

If you are registered for GST/HST, put the tax you charged in its own column.

Month	Sales or fees (before tax)	GST/HST you charged	Month	Sales or fees (before tax)	GST/HST you charged
e.g. January	$4,200.00	$546.00			
January			July		
February			August		
March			September		
April			October		
May			November		
June			December		
Totals for the year	*Sales or fees (before tax), GST/HST you charged →*				

Other business income — *Grants, tips, barter, or anything not above*

Total earned (before tax)

3. Products you sell

Only if you buy or make products to sell. Count stock at what you paid for it.

Stock on January 1, 2026

Cost of what you sold	What counts	Amount paid in 2026	GST/HST in it
Products and materials bought to sell	*Inventory, raw materials, parts that go into what you sell*		
Freight and duties on those	*Shipping, customs and brokerage on products you bought*		
Direct labour	*People paid to make the product or deliver the service*		
Total			

Stock on December 31, 2026

4. Business costs

Enter what you paid, including tax, and the GST/HST part if you are registered. Only the business part: if your phone is half for work, enter half the bill. The ideas under each line are reminders, not a list you must fill.

Cost	What counts	Amount paid in 2026	GST/HST in it
Advertising and promotion	*Online and social media ads, website, business cards, flyers, signs, sponsorships, promotional items*		
Meals and entertainment	*Client meals and coffees, networking events, tickets with clients. Enter the full amount: we claim the allowed 50%.*		
Insurance	*Business liability, professional (errors and omissions), business property or equipment insurance*		
Bank fees and interest	*Business account fees, Square, Stripe or PayPal fees, interest on a business loan, line of credit or business credit card*		
Licences, dues and memberships	*Business licence, permits, professional dues, associations, trade publications*		
Office expenses	*Postage, stationery, printer ink, paper, small office items*		
Software and subscriptions	*Accounting software, Microsoft 365, Google Workspace, Adobe, Canva, Zoom, cloud storage, web hosting, domain*		
Supplies	*Materials used up in the work, cleaning supplies, small tools and equipment under $500, safety gear*		
Accounting and legal fees	*Bookkeeping, tax preparation, lawyer, notary, business consultants*		
Admin and management fees	*Virtual assistant, answering service, payroll service, admin help*		
Rent for a work space	*Office, studio, shop, chair or booth rental, storage unit, co-working. Not your home.*		
Repairs and maintenance	*Equipment repairs, cleaning service for your work space, minor fixes*		
Total			

4. Business costs (continued)

Cost	What counts	Amount paid in 2026	GST/HST in it
Equipment rental	*Tools or equipment you rented for jobs*		
Wages and benefits	*Employees, including family members you actually paid a fair wage. Your share of CPP and EI for them.*		
Subcontractors	*People or companies you paid to do part of the work*		
Travel	*Flights, hotels, train, taxis and Uber for work trips, meals while away (50%). Not your own car: use the vehicle log.*		
Phone and internet	*Business part of your cell plan and internet*		
Utilities for a work space	*Hydro, heat and water for a shop or office that is not your home*		
Shipping and delivery	*Couriers, postage for products, freight, customs and brokerage fees*		
Training and development	*Courses, workshops, conferences, books that keep your skills up to date*		
Uniforms and protective gear	*Work-only clothing with your logo, safety boots, protective equipment*		
Property tax for a work space	*A property you own and use only for the business (not your home)*		
Bad debts	*Invoices you counted as income that will never be paid*		
Other	*Please explain in the notes below*		
Total			

Profit (rough) *Before car, home office and depreciation. We add those.*

Not deductible

Personal costs (the part not for work), clothing you could wear outside work, traffic and parking tickets, fines and penalties, golf and social club dues, income tax, and the part of a loan payment that pays down the loan. Not sure? Enter it anyway with a note: we decide.

5. Big purchases

Computers, phones, tools, equipment, furniture, machinery, renovations to a work space. These are handled differently (depreciation), so list them here.

What you bought	Date	Cost (with tax)	GST/HST in it	Business use %
Laptop	2026-02-20	$1,695.00	$195.00	100
Total				

Sold or stopped using a business asset? *Tell us what, when and for how much in the notes*

Notes for us

Anything we should know. For example: "I sold the old fridge" or "The tenant moved out in June."

Done? Save this PDF and upload it in your organizer, with everything else.
Questions? 343-777-9845 · hello@mbcorp.ca

GST/HST summary

Only if you are registered. Works out your GST/HST return from the Business tab.

How to use this worksheet

1. The amounts come from the Business tab by themselves.
2. Fill in the shaded boxes below.
3. Save the PDF and upload it in your organizer, with your receipts and slips.

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Using the Quick Method? Tell us: the numbers are worked out differently and we adjust them.

Your GST/HST account

How often you file	
Quick Method?	

The return

Sales (line 101)		*Sales and other revenue, before tax*
Tax collected (line 103)		*GST/HST you charged your customers*
Tax paid (line 106)		*GST/HST you paid on business costs and big purchases. We take out any personal part.*
Net tax (line 109)		*Tax collected minus tax paid*
Instalments (line 110)		*Instalments you already paid for this year*
Balance (line 113)		*To pay. A negative amount is a refund.*

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