

**MONTHLY INCOME AND EXPENSE STATEMENT**

For the month of \_\_\_\_\_, 20\_\_

Due by the 10<sup>th</sup> of the following month

**email:** incomereports@csvan.com **fax:** 604 821 9870 **mail:** 300-9850 King George Blvd, Surrey BC V3T 0P9

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ New Address? Yes  No   
 Number in Household: \_\_\_\_\_ Marial Status: \_\_\_\_\_ Main income source: \_\_\_\_\_

**INCOME:** Please include copies of all paystubs or bank statements/other proof of income.

Total Net Employment Income:	\$ _____
Total Net Self-Employment Income ( <i>complete page 2 first if self-employed</i> ):	\$ _____
Total Pensions: CPP \$ _____ OAS \$ _____ Other \$ _____	\$ _____
Total Spousal Support/Child Support ( <i>details</i> ): _____	\$ _____
Total EI/ Social Assistance/PWD ( <i>details</i> ): _____	\$ _____
Total Other income ( <i>details</i> ): _____	\$ _____
Total Other Household Members Net Income ( <i>details</i> ): _____	\$ _____
<b>TOTAL HOUSEHOLD INCOME</b>	<b>\$ _____</b>

**NON-DISCRETIONARY (ALLOWABLE) EXPENSES:** Please include all receipts & proof of payment.

*These expenses will be deducted from your net income when calculating surplus income.*

Child or Spousal Support Paid ( <i>details</i> ): _____	\$ _____
Child Care Costs:	\$ _____
Medical Condition Expenses:	\$ _____
Other ( <i>details</i> ): _____	\$ _____
<b>TOTAL NON-DISCRETIONARY EXPENSES</b>	<b>\$ _____</b>

**DISCRETIONARY EXPENSES:** Please do not include receipts for the following expenses.

Rent/mortgage	\$ _____	Vehicle payments	\$ _____
Property taxes/condo fees	\$ _____	Vehicle maintenance/gas	\$ _____
Utilities/bills	\$ _____	Vehicle insurance	\$ _____
Phone/cable/internet	\$ _____	Other transportation	\$ _____
Home/renters' insurance	\$ _____	Laundry/dry cleaning	\$ _____
Life/health insurance	\$ _____	Grooming/toiletries	\$ _____
Groceries	\$ _____	Gifts/charitable donations	\$ _____
Entertainment/dining out	\$ _____	Miscellaneous	\$ _____
Smoking/alcohol	\$ _____	Payment to Trustee	\$ _____
<b>TOTAL DISCRETIONARY EXPENSES</b>		<b>\$ _____</b>	

**TOTAL INCOME \$ \_\_\_\_\_ MINUS ALL EXPENSES \$ \_\_\_\_\_ = \$ \_\_\_\_\_ EXCESS/DEFICIT**

NOTES (i.e. new employer, change in family situation): \_\_\_\_\_

**I certify that this is an accurate statement of my monthly income and expenses.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SELF-EMPLOYMENT MONTHLY INCOME AND EXPENSE STATEMENT**

For the month of \_\_\_\_\_, 20\_\_\_\_

Due by the 10<sup>th</sup> of the following month

**email:** incomereports@csvan.com **fax:** 604 821 9870 **mail:** 300-9850 King George Blvd, Surrey BC V3T 0P9

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**GROSS INCOME** - Please attach copies of invoices and proof of payment

*GST charged*

Business/self-employment income	\$ _____	_____
Commission income	\$ _____	_____
Other income: _____	\$ _____	_____
<b>TOTAL GROSS</b>	<b>\$ _____</b>	_____
	<b>TOTAL GST CHARGED:</b>	_____

**SELF-EMPLOYMENT EXPENSES** – list business expenses, less the amount of GST paid

*GST Paid*

Advertising	\$ _____	_____
Business meals and entertainment (\$ _____ x 50%)	\$ _____	_____
Insurance (non-motor vehicle)	\$ _____	_____
Interest and bank charges	\$ _____	_____
Business fees, dues, memberships & subscriptions	\$ _____	_____
Legal, accounting, and other professional fees	\$ _____	_____
Office expenses & general supplies	\$ _____	_____
Inventory used for business	\$ _____	_____
Tools and Equipment	\$ _____	_____
Motor Vehicle Costs ( _____ % business use)	\$ _____	_____
Business rent (or _____ % business use of home rent)	\$ _____	_____
Maintenance and repairs of equipment	\$ _____	_____
Salaries, wages and benefits paid (attach proof)	\$ _____	_____
Source deductions for employees (EI, CPP, tax)	\$ _____	_____
Business travel	\$ _____	_____
Telephone and utilities	\$ _____	_____
Other _____	\$ _____	_____
Other _____	\$ _____	_____
<b>TOTAL SELF-EMPLOYMENT EXPENSES</b>	<b>\$ _____</b>	_____

**TOTAL GST PAID:** \_\_\_\_\_

**GST to be remitted or refunded (GST Charged - GST Paid):** \_\_\_\_\_

**Self-Employment Income after Expenses**

Less: Income tax installments paid (attach proof) \$ \_\_\_\_\_

Less: CPP contributions x2 (you are both employer and employee) \$ \_\_\_\_\_

*(Use the online CRA Payroll Deduction Calculator to determine the amount of monthly tax and CPP to be remitted)*

**NET SELF-EMPLOYMENT INCOME** (enter on page 1) \$ \_\_\_\_\_

**Note:** As a self-employed person, we advise that you should consult with an accountant to determine what expenses can be claimed as business, and to have your tax installment amounts determined. Payments to CRA for income tax, GST & employee deductions should be calculated and paid on a monthly basis.