



# SIMPLIFIED MONTHLY SELF-EMPLOYMENT REPORT

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*. The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Any questions about this information should be directed to your local Employment and Assistance Office.

CLIENT NAME	ADDRESS	PHONE NUMBER
BUSINESS NAME	ADDRESS	PHONE NUMBER
		REPORTING PERIOD (MMM YYYY)

<b>GROSS INCOME</b> All earnings of business	<b>A =</b>	
<b>DEDUCTIONS</b> - (See reverse side of form for a complete list of eligible deductions from gross income)		
PRODUCTS purchased		
SUPPLIES purchased		
FEES, LICENSES, TAXES required for business		
BUSINESS EQUIPMENT and TOOLS (for purchases, rentals, maintenance, etc.)		
MOTOR VEHICLE EXPENSES required for business		
<b>OTHER APPLICABLE DEDUCTIONS</b> (See reverse side of form: please specify)		
	<b>TOTAL B =</b>	

<b>NET INCOME</b>	<b>A - B =</b>	
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NOTE: If your deductions are more than 25% of the gross income, please attach receipts to this report.	<b>B is what % of A?</b>	
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<b>ASSETS:</b> If the total value of your Business Assets is over \$25,000, please indicate their value. <b>Note:</b> clients with business assets worth \$50,000 are not permitted to use SEP deductions.	Inventory, supplies, products:	
	Equipment and tools:	
	Funds in a cash reserve bank account:	
	Monies from unexpended business loans:	
	<b>TOTAL Business Assets:</b>	

Has your business increased significantly in Net Income or Business Assets (over 50%) since the last month or the last time you reported net earnings? If YES, you may be required to complete the HR3258 with your ministry worker.  YES  NO

I hereby declare that the information I have provided is true and complete.

SIGNATURE \_\_\_\_\_ DATE SIGNED (YYYY MM DD) \_\_\_\_\_

## List of Permitted Business Deductions and Notes for Clients

- business supplies and products
- accounting and legal services
- advertising
- taxes, fees, licences and dues
- business insurance
- interest and bank charges
- loan repayments for purchase of business assets that are described in a business plan approved by the Minister (See the Self-Employment Program Supplier Periodic Review Of Client's Business Activities (HR2989) form)
- maintenance and repairs to equipment
- gross wages paid to employees (other than family members)
- motor vehicle expense
- premiums for Employment Insurance or Workers' Compensation benefits
- employer contributions for Employment Insurance, Workers' Compensation or the Canada Pension Plan
- rent and utilities
- office expenses
- equipment rentals

### Notes:

At any time, clients may be requested by the Ministry to provide detailed information about their business.

The Ministry may verify information provided by clients reporting self-employment earnings, and may audit a business at any time.