



Region of Waterloo

COMMUNITY SERVICES

Children's Services

P.O. Box 1612

99 Regina Street South

Waterloo ON N2J 4G6 Canada

Telephone: 519-575-4400

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www.regionofwaterloo.ca

May 14, 2019

You have applied for Child Care Subsidy for your Self-Employed activity. In order for your application to be considered, you need to submit detailed information about your business. This information is required so staff can:

Better understand the nature of your business and *its viability*;

- Calculate your income;
- Determine if your business can be considered for your Child Care Subsidy application.

Please find enclosed the following documents:

- Documents Required for Self-Employed Businesses;
- Business Information Questionnaire;
- Business Income and Expense Statement.

Please read the documents carefully to make sure you fully understand what you need to submit. If you need assistance, the following resources are available to you:

- waterlooregionsmallbusiness.ca
- Canada Revenue Agency at www.cra-arc.gc.ca or 1-800-959-5525.

Important! Your submitted package will be declined and returned to you if one of the following occurs:

- Your package is not completed in full;
- You have calculated the Business/Expense Statement incorrectly;
- You have not provided sufficient information to confirm your self-employed activity appears feasible.

Please be advised that our office cannot assist you with the completion of the documents.


Sincerely,


Sheri Phillips
Manager, Early Learning Funding Administration

DOCUMENTS REQUIRED FOR SELF-EMPLOYED BUSINESSES

You need to send the right documents for your business. This chart will help you decide what documents to send.

If This is the Kind of Business You Have:	If this is Your Business Start Date:	You Must Bring These Documents: ↓
1. Sole Proprietorship (not incorporated) <ul style="list-style-type: none"> This means you are the only person that owns this business 	Current Calendar Year <ul style="list-style-type: none"> Your business started between after January 1st and before December 31st of the current year. For example: if today is November 2016 and your business started in March 2016.	<ul style="list-style-type: none"> The completed "Business Information Questionnaire," and The "Business Income/Expense Statements" from the business start date to the end of the most recent quarter, and The "Statements of Activity" for your Business bank account. These statements must be from the business start date to the end of the most recent quarter. <ul style="list-style-type: none"> If you don't have a Business bank account, send copies of paid invoices for the same reporting period.
2. Sole Proprietorship (not incorporated) <ul style="list-style-type: none"> This means you are the only person that owns this business You are applying for Child Care Subsidy before June 15th 	Previous Calendar Year <ul style="list-style-type: none"> Your business started after January 1st and before December 31st of last year For example: if today is November 2016 and your business started in March of 2015.	<ul style="list-style-type: none"> The completed "Business Information Questionnaire," and The "Business Income/Expense Statements" from the business start date to the end of the most recent quarter, and The "Statements of Activity" for your Business bank account. These statements must be from the most recent quarter of the current fiscal year. <ul style="list-style-type: none"> If you don't have a Business bank account, send copies of paid invoices for the same reporting period.
3. Sole Proprietorship (not incorporated)	Previous Calendar Year where the business	<ul style="list-style-type: none"> The completed "Business Information Questionnaire and A copy of the most recent Income Tax Return (T1) and the

If This is the Kind of Business You Have:	If this is Your Business Start Date:	You Must Bring These Documents: 
<ul style="list-style-type: none"> This means you are the only person that owns this business You are applying for Child Care Subsidy after June 15th 	<p>began after January of the previous year.</p> <p>For example, you are applying for Child Care Subsidy in July 2016 and your business started March 2015</p>	<p>“Statement of Business/Professional Activities,” and</p> <ul style="list-style-type: none"> The “Business Income/Expense Statement” for the last calendar year, and The “Statements of Activity” for your Business bank account for the most recent quarter. <ul style="list-style-type: none"> If you don’t have a Business bank account, send copies of paid invoices for the same reporting period.
<p>4. Sole Proprietorship (not incorporated)</p> <ul style="list-style-type: none"> This means you are the only person that owns this business You are applying for Child Care Subsidy after June 15th 	<p>In Previous Calendar Years</p> <ul style="list-style-type: none"> Subsidy application is after June 15th 	<ul style="list-style-type: none"> The completed “Business Information Questionnaire,” and The “Business Income/Expense Statement” for the last calendar year, and A copy of the most recent Income Tax Return (T1) and the “Statement of Business/Professional Activities,” and Your Federal Notice of Assessment (if you have received it) The “Statements of Activity” for your Business bank account. These statements must be from the most recent quarter of the current fiscal year. <ul style="list-style-type: none"> If you don’t have a Business bank account, send copies of paid invoices for the same reporting period.
<p>1. Corporation</p>	<p>Current Calendar Year</p> <ul style="list-style-type: none"> Your business started after January 1st and before December 31st of the current year. <p>For example: if today is November 2016 and your business started in March 2016</p>	<ul style="list-style-type: none"> The completed “Business Information Questionnaire” The “Business Income/Expense Statement” from the business start date to the end the of most recent quarter The “Statements of Activity” for your Business bank account. These statements must be from the business start date to the end of the most recent quarter Article of Incorporation A copy of the most recent personal Income Tax Return (T1) Your Federal Notice of Assessment (if you have received it)

If This is the Kind of Business You Have:	If this is Your Business Start Date:	You Must Bring These Documents: 
2. Corporation	Previous Calendar Year For example: if today is November 2016 and your business started in 2015	<ul style="list-style-type: none"> • Article of Incorporation • The completed “Business Information Questionnaire” • The “Business Income/Expense Statement” from the business start date to the end the of most recent quarter • The “Statements of Activity” for your Business bank account from the business start date to the end of the most recent quarter • Your most recent “Corporate Tax Return” • Your most recent “Corporate Notice of Assessment” (if received) • A copy of the most recent personal Income Tax Return (T1) • Your Federal Notice of Assessment (if you have received it) • Most recent T4 and 2 most recent paystubs
3. Corporation	Previous Calendar Year(s) For example: if today is November 2016 and your business started before 2015	<ul style="list-style-type: none"> • Article of Incorporation • The completed “Business Information Questionnaire” • Your most recent “Corporate Tax Return” • Your most recent “Corporate Notice of Assessment” (if received) • A copy of the most recent personal Income Tax Return (T1) • Your Federal Notice of Assessment (if you have received it) • Most recent T4 and 2 most recent paystubs



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Business Information Questionnaire

You are applying for Child Care Subsidy as a self-employed person. Before we can consider your application, our office needs to have an understanding of the nature of your business, your business activities and how you receive income from your business.

Please answer all the questions below in the space provided and if more space is needed, you can add additional pages.

If the questionnaire is not completed or the questions are not answered, we will be unable to review your application and it will be returned to you.

Please print clearly

Questions about Business Operation

Contact Information:

Your Name: _____ Spouse's Name: _____

Address: _____

E-mail: _____ Phone/Cell#: _____

Name of the Business _____

1. When did you start your business? (month & year)

2. If your business has been in existence for a minimum of a year, please identify if there were any breaks in business activity and include the time frame (For example, seasonal nature, illness, maternity leave):

3. Is your business registered? Yes No
If yes, please attach a copy of your business registration.

Is your business incorporated? Yes No

If yes, please provide a copy of the Article of Incorporation and identify your business year end date.

4. Do you have any partners in your business? Yes No

If yes, please list the names of the partners and their percentage (%) of the partnership:

- 1) _____ %
- 2) _____ %
- 3) _____ %
- 4) _____ %

5. What is your type of business? What product or services are you selling?

6. Where and to whom do you sell your product or services? (provide details)

7. Describe how you market/sell your product or services. (For example, direct sales/service, trade show, distributors, etc.)

8. Do you primarily do business with/for one company/customer? Yes No

If yes, please list the name of the company: _____

If no, how many different companies/customers do you do business with in a month?

9. Please list the days and hours your business operates:

Day	Hours	Day	Hours
Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

10. Where does your business operate?

a) Provide the address of the main office:

b) Where are the business activities conducted? (For example, customer's office, customer's home, stores, construction job site, etc.)

11. What is your role in the business? Please list your role and the days and hours that you work.

Role:

Day	Hours	Day	Hours
Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

Questions about Employees and Income

12. Do you have employees in addition to yourself? Yes No

If yes, please list how many employees and what their activities are. Please also attach copies of the 2 most recent pay stubs to each of your employees.

Employee Name	Activity/Responsibility

13. Is your spouse (if applicable) involved in the business? Yes No
 If yes, please list his/her role, what his/her activities are and the days and hours that he/she works in the business.
 Role:

Day	Hours	Day	Hours
Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

14. How do you pay yourself? (For example, draw, hourly wage, monthly salary)

15. What other sources of income do you have to support your family's financial needs in addition to your business?

16. Please identify:

- a) how much money you have invested in the business:
- b) The equipment needed to operate the business:
- c) The value of the Business Bank Accounts:
- d) The value of Business loans:



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BUSINESS INCOME/EXPENSE STATEMENT

This document must be completed in full. If the document has not been fully completed, it will be returned to you.

Your Name	From : dd/mm/yyyy	To: dd/mm/yyyy
Business Name	Business Address	
Business Number		

Income

Sales, commissions or fees \$ _____ a

Minus – Goods and services tax/harmonized sales tax (GST/HST) and

Provincial sales tax (if included in sales above) \$ _____

- Returns, allowances, and discounts (if included in sales above) \$ _____

Total of the above two lines \$ _____ → \$ _____ b

Net Sales, commissions, or fees (line a minus line b) \$ _____

Reserves deducted last year \$ _____

Other income \$ _____

Gross Income (total of the above 3 lines) \$ _____ c

Calculation of cost of goods sold (enter business part only)

Opening inventory (include raw materials, goods in process, and finished goods) \$ _____

Purchases during the year (net of returns, allowances, and discounts) \$ _____

Subcontracts \$ _____

Direct wage costs \$ _____

Other costs \$ _____

Total of the above 5 lines \$ _____

Minus – closing inventory (include raw materials,

goods in process, and finished goods) \$ _____

Cost of goods sold \$ _____ → \$ _____ d

Gross profit (line c minus line d) \$ _____ e

Please complete both sides of the document

Expenses (enter business part only)

Advertising \$ _____

Bad Debts \$ _____

Business tax, fees, licenses, dues, memberships, and subscriptions \$ _____

Delivery, Freight and express \$ _____

Fuel costs (except for motor vehicles) \$ _____

Insurance \$ _____

Interest \$ _____

Maintenance and repairs \$ _____

Management and administration fees \$ _____

Meals and entertainment (allowable part only) \$ _____

Motor Vehicle expenses (not including CAA) \$ _____

Office expenses \$ _____

Supplies \$ _____

Legal, accounting, and other professional fees \$ _____

Property taxes \$ _____

Rent \$ _____

Salaries, wages, and benefits (including employer's contributions) \$ _____

Travel \$ _____

Telephone and utilities \$ _____

Other expenses \$ _____

Subtotal \$ _____

Allowance on eligible capital property \$ _____

Capital cost allowance \$ _____

Business use of home \$ _____

Total business expenses \$ _____ → \$ _____ f

Net income (loss) before adjustments (line e minus line f) \$ _____