



SMALL BUSINESS/SELF EMPLOYED TAX COURSE (T1) - LEVEL II

COURSE: Income Tax (T1) - Level II - Self Employed / Small Business Taxes

REQUIRED TEXT(S): None

RECOMMENDED TEXT(S): None

COURSE DESCRIPTION: Income Tax Level II focuses on the liability of income tax for individuals and small businesses. The determination of net income for tax purposes, taxable income and tax payable will be examined in detail. In this course, students will learn how to calculate Rental Income or Rental Losses, Capital Gains or Capital Losses, Employment Income and Employment Expenses, Trucking Expenses, Processing claim for Goods and Services, Tax / Harmonized Sales Taxes (GST/HST), Small Business Income Tax return and Professional Income Tax return. Income Tax return will be completed both manually and using Profile software program.

PREREQUISITE(S): Knowledge of Personal Income Tax (T1): Level I

COURSE OBJECTIVES: Income Tax Level II is comprehensive and teaches individuals who may be self-employed or have a small business, how to complete an income tax return. This course does not cover a small business that is designated as a Corporation.

At the end of completion of this course, Students will gain skills and knowledge about:



Rental Property Income

- General Information
- Calculating Rental Income or Loss using CRA's prescribed form TT776
Statement of Real Estate Rentals
- Capital Cost Allowance
- Principal Residence

1. Capital Gains and Capital Losses

- General Information
- Capital Gains & Capital Losses – Schedule 3
- Special Rules
- Flow through Entries
- Capital Losses
- Principal Residence

2. Employment Expenses

- Record keeping
- Employees earning commission income
- Employees earning a salary
- Transportation employee – truck drivers
- Employee working in forestry
- Employed Articles
- Employed trades person
- Motor vehicle expense
- Capital cost allowance and capital depreciation
- Employee Goods and Services Tax/Harmonized Sales Tax (GST/HST)

3. Small Business & Professional Income

- General Information
- Income from Business or Professionals
- Expenses
- Capital Cost Allowance (CCA)
- Eligible Capital Expenditure
- Industry Codes