Self-Employement Business Tax Preparation Checklist

--- General Information ---

Copy of your previous tax return (for new clients only)

Business name OTTAWA PAINTING\_\_\_\_\_\_\_\_\_

GST/HST number\_\_\_\_\_\_\_\_\_\_\_\_\_

Business address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The main product or service of your business\_\_PAINTING CONSTRUCTION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Gross Business Income ---

Your gross business income (net of GST/HST) $82000

--- Business Expenses --- (net of GST/HST)

Purchase of materials\_\_\_\_\_\_\_\_\_\_

Subcontracts\_\_\_\_\_$32000\_\_\_\_\_\_\_\_\_\_\_\_

Advertisement\_\_\_\_1500\_\_\_\_\_\_\_\_\_\_\_\_

Meals and entertainment\_\_\_\_250\_\_\_

Bad debts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance\_\_\_\_wsib 2460\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business fees, licenses, dues, and memberships\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office expense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office stationery and supplies\_\_\_5217\_\_\_\_\_\_

Professional fees\_\_100\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management and administration fees\_\_\_

Rent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance and repairs\_\_\_\_\_\_\_\_\_\_\_\_\_

Salaries, wages, and benefits\_\_\_\_\_\_\_\_\_\_

Travel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone and utilities\_\_\_\_\_1580\_\_\_\_\_\_\_\_\_

Delivery, freight, and express\_\_\_\_\_\_\_\_\_

Other expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Business-use-of-home expenses ---

Heat\_\_\_\_1500\_\_\_\_\_\_\_\_\_\_\_

Electricity\_\_\_\_\_1520\_\_\_\_\_\_

Insurance\_\_\_\_\_\_1320\_\_\_\_\_

Maintenance\_\_\_\_1020\_\_\_\_

Mortgage interest\_\_\_\_2750\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property taxes\_\_\_\_\_\_\_3200\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentage of personal usage\_\_\_\_\_90%\_\_\_\_

--- Motor Vehicle Expenses ---

The kilometres you drove in the tax year to earn business income\_\_\_\_40000\_\_\_\_\_

The total kilometres you drove in the tax year\_\_\_\_\_\_\_\_\_50000\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fuel and oil\_\_\_\_5232\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance\_\_\_\_1570\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License and registration\_\_\_\_100\_\_\_\_\_\_\_\_\_\_

Maintenance and repairs\_\_\_1570\_\_\_\_\_\_\_\_\_\_

Leasing cost\_\_\_\_\_3798\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses (please specify)\_\_\_\_\_\_

Business parking fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplementary business insurance\_\_\_\_

--- Capital Cost Allowance – Assets used in your business ---

Vehicle\_\_\_\_45000\_\_\_\_\_\_\_\_\_\_\_

Equipment\_\_\_\_\_\_\_\_\_\_\_\_

Others\_\_\_\_\_\_\_\_\_\_\_\_\_