Self-Employement Business Tax Preparation Checklist

--- General Information ---

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

[ ]  Business name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GST/HST number\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Business address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  The main product or service of your business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Gross Business Income ---

[ ]  Your gross business income (net of GST/HST)

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

[ ]  Purchase of materials\_\_\_\_\_\_\_\_\_\_

[ ]  Subcontracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Advertisement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Meals and entertainment\_\_\_\_\_\_\_

[ ]  Bad debts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[ ]  Office expense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Office stationery and supplies\_\_\_\_\_\_\_\_\_

[ ]  Professional fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Management and administration fees\_\_\_

[ ]  Rent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Maintenance and repairs\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Salaries, wages, and benefits\_\_\_\_\_\_\_\_\_\_

[ ]  Travel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Telephone and utilities\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Delivery, freight, and express\_\_\_\_\_\_\_\_\_

[ ]  Other expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[ ]  Heat\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Electricity\_\_\_\_\_\_\_\_\_\_\_

[ ]  Insurance\_\_\_\_\_\_\_\_\_\_\_

[ ]  Maintenance\_\_\_\_\_\_\_\_

[ ]  Mortgage interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Property taxes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Percentage of personal usage\_\_\_\_\_\_\_\_\_

--- Motor Vehicle Expenses ---

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

[ ]  The total kilometres you drove in the tax year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Fuel and oil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  License and registration\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Maintenance and repairs\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Leasing cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[ ]  Business parking fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Supplementary business insurance\_\_\_\_

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

[ ]  Vehicle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Equipment\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Others\_\_\_\_\_\_\_\_\_\_\_\_\_