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\_\_\_\_\_\_\_\_\_\_\_\_\_