Self-Employed Tax Checklist
(Also used for Employment/Commission Expenses)

Keep a copy of this checklist in your Current Year Tax file to simplify gathering all your papers in preparation for your tax return. This checklist is to be used as a guide in order to help you organize your papers for tax time.

| Business Name: ____________________________ |
| Business Number: __________________________ |

- Financial Statements
- GST returns
- Payroll
- WCB

**Income:**
Sales, commissions, etc. (Total before GST) $_________________
- GST collected $_________________
- PST collected $_________________

**Capital Costs**
- Equipment, Computers Furniture and Software
- Amount Paid and Date (GST included Y/N?) $_________________
- GST Paid $_________________

**Cost of Sales**
- Closing inventory at Dec 31 (valued at cost) $_________________
- Material Purchased for resale: $_________________
- Amount still on hand at year end $_________________

**Expenses**
Note - include all documents and statements. Do not include GST paid unless you are not registered or use the quick method):

**Auto Expenses**
- Fuel and oil $_________________
- Insurance $_________________
- Interest and finance charges $_________________
- License, dues and fees $_________________
- Repairs and Maintenance $_________________
- Lease costs $_________________
- Parking $_________________

**Vehicle**
- Make/Model/Year: ____________________________
- Date Purchased/Leased _______________________
- Original Cost of Vehicle / MSL Price (if leased) $_________________
- Odometer at Beginning of year: _________________
- Odometer at End of Year: _________________
- Portion Used for Business (or % if known) _____
  ("Business KM" divided by "Total KM")
- Auto / Travel Logbooks

**Specific Business Expenses**
- Advertising $_________________
- Bad Debts $_________________
- Delivery and Freight (postage, courier) $_________________
- Insurance $_________________
- Interest and Bank Charges $_________________
- Internet $_________________
- Maintenance and repairs (except auto) $_________________
- Management and administration fees $_________________
- Meals and Entertainment $_________________
- Membership dues, fees, licenses and subscriptions: $_________________
- Office Expenses $_________________
- Private health premiums $_________________
- Professional fees (accounting and legal) $_________________
- Rent and property taxes (leased space) $_________________
- Salaries, wages and benefits $_________________
- Seminars and training $_________________
- Sub-contracting Paid $_________________
- Supplies $_________________
- Telephone and Utilities $_________________
- Travel $_________________
- Other Expenses $_________________
### Home Office Expenses
(Personal expenses used partly for business)

- Electricity $__________
- Gas $__________
- Insurance (home) $__________
- Maintenance $__________
- Mortgage Interest $__________
- Phone $__________
- Property Taxes $__________
- Repairs, Cleaning, Landscaping and Supplies $__________
- Strata Fees $__________
- Water $__________
- Square footage of office space ____________
- Total square footage of home ____________
- % used for business ____________%  
  ("Office space" divided by "Total Space")

This is not intended as a complete checklist. Contact your accountant or refer to [http://www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) or [http://turbotax.intuit.com/Tax-Preparation-Checklist](http://turbotax.intuit.com/Tax-Preparation-Checklist)