



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.

<p>Business Name: _____</p> <p>Business Number: _____</p> <p><input type="checkbox"/> Financial Statements</p> <p><input type="checkbox"/> GST returns</p> <p><input type="checkbox"/> Payroll</p> <p><input type="checkbox"/> WCB</p> <p>Income: Sales, commissions, etc. (Total before GST) \$ _____</p> <p><input type="checkbox"/> GST collected \$ _____</p> <p><input type="checkbox"/> PST collected \$ _____</p> <p>Capital Costs</p> <p><input type="checkbox"/> Equipment, Computers Furniture and Software</p> <p><input type="checkbox"/> Amount Paid and Date (GST included Y/N?) \$ _____</p> <p><input type="checkbox"/> GST Paid \$ _____</p> <p>Cost of Sales</p> <p><input type="checkbox"/> Closing inventory at Dec 31 (valued at cost)</p> <p><input type="checkbox"/> Material Purchased for resale: \$ _____</p> <p><input type="checkbox"/> Amount still on hand at year end \$ _____</p> <p>Expenses Note - include all documents and statements. Do not include GST paid unless you are not registered or use the quick method):</p> <p>Auto Expenses</p> <p><input type="checkbox"/> Fuel and oil \$ _____</p> <p><input type="checkbox"/> Insurance \$ _____</p> <p><input type="checkbox"/> Interest and finance charges \$ _____</p> <p><input type="checkbox"/> License, dues and fees \$ _____</p> <p><input type="checkbox"/> Repairs and Maintenance \$ _____</p> <p><input type="checkbox"/> Lease costs \$ _____</p> <p><input type="checkbox"/> Parking \$ _____</p>	<p>Vehicle</p> <p><input type="checkbox"/> Make/Model/Year: _____</p> <p><input type="checkbox"/> Date Purchased/Leased _____</p> <p><input type="checkbox"/> Original Cost of Vehicle / MSL Price (if leased) \$ _____</p> <p><input type="checkbox"/> Odometer at Beginning of year: _____</p> <p><input type="checkbox"/> Odometer at End of Year: _____</p> <p><input type="checkbox"/> Portion Used for Business (or % if known) _____ ("Business KM" divided by "Total KM")</p> <p><input type="checkbox"/> Auto / Travel Logbooks</p> <p>Specific Business Expenses</p> <p><input type="checkbox"/> Advertising \$ _____</p> <p><input type="checkbox"/> Bad Debts \$ _____</p> <p><input type="checkbox"/> Delivery and Freight (postage, courier) \$ _____</p> <p><input type="checkbox"/> Insurance \$ _____</p> <p><input type="checkbox"/> Interest and Bank Charges \$ _____</p> <p><input type="checkbox"/> Internet \$ _____</p> <p><input type="checkbox"/> Maintenance and repairs (except auto) \$ _____</p> <p><input type="checkbox"/> Management and administration fees \$ _____</p> <p><input type="checkbox"/> Meals and Entertainment \$ _____</p> <p><input type="checkbox"/> Membership dues, fees, licenses and subscriptions: \$ _____</p> <p><input type="checkbox"/> Office Expenses \$ _____</p> <p><input type="checkbox"/> Private health premiums \$ _____</p> <p><input type="checkbox"/> Professional fees (accounting and legal) \$ _____</p> <p><input type="checkbox"/> Rent and property taxes (leased space) \$ _____</p> <p><input type="checkbox"/> Salaries, wages and benefits \$ _____</p> <p><input type="checkbox"/> Seminars and training \$ _____</p> <p><input type="checkbox"/> Sub-contracting Paid \$ _____</p> <p><input type="checkbox"/> Supplies \$ _____</p> <p><input type="checkbox"/> Telephone and Utilities \$ _____</p> <p><input type="checkbox"/> Travel \$ _____</p> <p><input type="checkbox"/> Other Expenses \$ _____</p>
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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> or <http://turbotax.intuit.com/Tax-Preparation-Checklist>