



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> or <http://turbotax.intuit.com/Tax-Preparation-Checklist>