



SELF-EMPLOYMENT BUSINESS TAX PREPARATION CHECKLIST

Name _____
Phone _____
Email _____

- Copy of your previous tax return (for new clients only)
Business name
GST/HST # (if applicable)
Your business income (net of GST/HST)
Business address
The main product or service of your business
BIN # (if applicable)

Business Expenses (Before GST/HST)

- Purchase of materials
Subcontracts
Advertisements
Meals & Entertainment
Bad debts
Insurance
Interest
Business fees, licenses, dues, & Memberships
Office expenses
Office stationary & supplies
Professional fees
Management/Admin fees
Rent
Maintenance & repairs
Salaries, wages, & benefits
Travel
Telephone and utilities
Delivery, freight, and express
Other expenses
Other expenses
Other expenses

Business Use of Home Expenses

- Heat
Electricity
Insurance
Maintenance
Mortgage interest
Property taxes
Other expenses
Percentage of personal usage

Motor Vehicle Expenses

- Kilometres you drove in the tax year to earn business income
Total kilometres you drove
Fuel and oil
Interest
Insurance
License & registration
Maintenance and repairs
Leasing cost
Business parking fees
Supplementary business insurance
Other expenses (please specify)

Motor Vehicle Expenses

- Vehicle
Equipment