
Self-Employed Tax Checklist

Please use this checklist to gather everything we need to prepare your self-employed business return. Tick each item as you collect it.

Registered Name of Business

- ☐ Provide a copy of the letter from the Ministry reflecting the registration of the business

Business Number

- ☐ Provide a copy of the CRA confirmation of your business number

Income

- ☐ Provide a worksheet summary of your total annual billings (sales – GST/HST – total), or provide a copy of all your invoices in the calendar year for us to summarize

Accounts Receivable

- ☐ Provide a list of unpaid invoices as at December 31

Capital Expenditures

- ☐ Provide copies of major purchases such as furniture, equipment, tools & vehicles

Capital / Expense Lease

- ☐ Provide copies of equipment, vehicle & real-estate leases

Purchases

- ☐ Provide a worksheet summary of your total annual purchases (product – GST/HST – total), or provide a copy of all your vendor invoices in the calendar year for us to summarize

Physical Inventory

- ☐ Provide a list of purchases not sold as at December 31

Expenses

- ☐ Provide a summary of your business expenses by category (expense – GST/HST – total), or provide all paid receipts for business expenses in the calendar year for us to summarize

Accounts Payable

- ☐ Provide a list of unpaid vendor invoices as at December 31

Automobile Expenses

- ☐ A mileage log supporting business km vs. total km travelled in the calendar year is required
- ☐ Automobile gas – all paid receipts
- ☐ Automobile maintenance – all paid receipts
- ☐ Automobile insurance – copy of auto policy
- ☐ Automobile other – copies of paid 407 ETR, parking, CAA, OnStar, car washes
- ☐ Automobile lease – copy of vehicle lease

Home Office

- ☐ The square footage of your dedicated business space and the square footage of your home (an approximate drawing of the area with room measurements will suffice)
- ☐ Mortgage interest – as provided by your financial institution for the calendar year
- ☐ Property tax – as supplied by the town or city for the calendar year
- ☐ Insurance – copy of home policy
- ☐ Utilities – copies of hydro, heat and water paid billings for the calendar year
- ☐ Communications – copies of paid telephone and internet as related to the business
- ☐ Maintenance – copies of specific repairs & maintenance to the dedicated business area

Other

- ☐ Please specify any areas of concern specific to your business which require attention