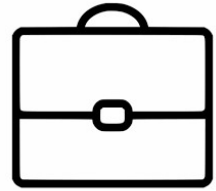




# SELF-EMPLOYED INCOME TAX CHECKLIST



To assist you in preparation of your T1 income tax return, please provide us with the following information to report your self-employment income.

*Please provide totals for the year, any bookkeeping services will be subject to additional charges and longer processing times.*

## BUSINESS INFORMATION

- Business name
- GST Number (if applicable)

*Businesses making over \$30,000 a year must be registered for GST/HST. Contact our office if you would like to register.*

## INCOME

- Please provide total gross business sales for the year

## EXPENSES

- Advertising
- Meals & Entertainment
- Insurance
- Interest
- Business taxes, licensing, dues
- Office expenses
- Professional Fees (Legal & Accounting)
- Rent
- Repairs & Maintenance
- Travel
- Telecommunications
- Property taxes & utilities (for business property only)
- Other

## MOTOR VEHICLE

- Total KM driven in the year
- Business KM driven in the year

### EXPENSES

- › Fuel
- › Interest
- › Automobile insurance
- › Repairs & maintenance
- › Leasing
- › Parking

## HOME OFFICE

- Office area (sq. feet)
- Total home area (sq. feet)

### EXPENSES

- › Heat
- › Electricity
- › Insurance
- › Repair & Maintenance
- › Mortgage interest
- › Property Tax