



Common Accounting Corporation Tax Prep checklist

Use this handy checklist to organize all the information you'll need to do your self-employment income taxes.

GENERAL INFORMATION

- Business name: _____
- Business number: _____
- Business address: _____
- Business main product or service: _____
- GST/HST number: _____
- Gross business income (including GST/HST): \$ _____
- Sales, commissions (total before GST): \$ _____
- GST collected: \$ _____
- HST collected: \$ _____
- Partnership business number (if applicable): _____
- Percentage of the partnership (if applicable): _____

COST OF GOODS SOLD

- Opening inventory of materials (at Jan 1) \$ _____
- Purchase of materials \$ _____
- Closing inventory of materials (at Dec 31) \$ _____
- Direct wage costs \$ _____
- Sub-contracts \$ _____

BUSINESS EXPENSES

- Advertising expenses \$ _____
- Meals and entertainment \$ _____
- Bad debts \$ _____
- Insurance \$ _____
- Private health premiums \$ _____
- Interest and bank charges \$ _____
- Office expenses \$ _____
- Office stationery and supplies \$ _____
- Rent \$ _____
- Property taxes \$ _____
- Maintenance and repairs \$ _____
- Salaries, wages, and benefits \$ _____
- Seminars and training \$ _____
- Travel \$ _____
- Internet \$ _____
- Telephone and utilities \$ _____
- Other expenses \$ _____
- Business fees, licenses, dues and subscriptions \$ _____
- Professional fees (legal and accounting) \$ _____
- Management and administration fees \$ _____
- Delivery and freight (postage, courier) \$ _____

VEHICLE EXPENSES

- Make, model, year: _____
- Date purchased or leased: _____
- Original cost of vehicle (if leased): \$ _____
- How many kms did you drive for *business* purposes? _____
- How many kms did you drive in total? _____
- % of business mileage (business kms divided by total kms) _____
- Interest charges (if you are financing your vehicle) \$ _____
- Leasing cost (if you are leasing your vehicle) \$ _____
- Fuel and oil \$ _____
- Auto insurance \$ _____
- Licence and registration costs \$ _____
- Maintenance and repairs \$ _____
- Parking fees during business activity \$ _____
- Supplementary business insurance \$ _____
- Other expenses (please specify) \$ _____

BUSINESS USE-OF-HOME EXPENSES

- Heating: \$ _____
- Electricity \$ _____
- Water \$ _____
- Home / rental insurance \$ _____
- Maintenance \$ _____
- Mortgage interest \$ _____
- Property taxes \$ _____
- Repairs, cleaning, landscaping, and supplies \$ _____
- Strata fees \$ _____
- Other expenses \$ _____
- Square footage of home office space \$ _____
- Total square footage of home _____
- % used for business (home _____

Dividend

Shareholders' Dividend (attach T5)

Account R/P

Account receivable

Account payable

Cost of Corporation Capital

Assets

Equipment

Others



Common Accounting Corporation Tax Prep checklist

Use this handy checklist to organize all the information you'll need to do your self-employment income taxes.

RENTAL PROPERTY WORKSHEET

VEHICLE EXPENSES

- Make, model, year: _____
- Date purchased or leased: _____
- Original cost of vehicle (if leased): \$ _____
- How many kms did you drive for *business* purposes? _____
- How many kms did you drive in total? _____
- % of business mileage (business kms divided by total kms) _____
- Interest charges (if you are financing your vehicle) \$ _____
- Leasing cost (if you are leasing your vehicle) \$ _____
- Fuel and oil \$ _____
- Auto insurance \$ _____
- Licence and registration costs \$ _____
- Maintenance and repairs \$ _____
- Parking fees during business activity \$ _____
- Supplementary business insurance \$ _____
- Other expenses (please specify) \$ _____

RENTAL PROPERTY EXPENSES

- Heating: \$ _____
- Electricity \$ _____
- Water \$ _____
- Home / rental insurance \$ _____
- Maintenance \$ _____
- Mortgage interest \$ _____
- Property taxes \$ _____
- Repairs, cleaning, landscaping, and supplies \$ _____
- Strata fees \$ _____
- Other expenses \$ _____
- Square footage of home office space \$ _____
- Total square footage of home _____
- % used for business (home _____