



# Common Accounting Self-Employed 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 \_\_\_\_\_



# Common Accounting Rental Tax Prep Checklist

Use this handy checklist to organize all the information you will need to do your rental income taxes

## RENTAL PROPERTY WORKSHEET <sup>1</sup>

Rental Property Address \_\_\_\_\_

INCOME \_\_\_\_\_

### 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) \_\_\_\_\_
- Other expenses \_\_\_\_\_ \$ \_\_\_\_\_
- Other expenses \_\_\_\_\_ \$ \_\_\_\_\_
- Other expenses \_\_\_\_\_ \$ \_\_\_\_\_

1. If you have more than 1 property, please fill for each property separate worksheet