

Self-Employment Income Checklist

1/2

To assist in the preparation of your Personal Income Tax Return, please complete this form and attach the supporting documentation. Please sort receipts by category. (Optional - run a calculator tape of the expenses.)

In the event of an audit, the onus of proof is on the taxpayer; unsupported claims may be denied.

For information on Audits, refer to [Understanding Tax: Audits](#).

For information on Deductible Expenses, refer to [The Business Toolkit: Unlock Tax Savings](#).

Name _____

New Client
or New
Information

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Co-owner name
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Co-owner SIN
<input type="checkbox"/>	Main Product or Service	<input type="checkbox"/>	Percentage of Ownership %
<input type="checkbox"/>	Full Year Y N (if NO, please fill in the fiscal period below)	<input type="checkbox"/>	Is the Business Registered for GST? Y N
	Fiscal Period / / to / /	<input type="checkbox"/>	Business Number

Income

<input type="checkbox"/>	Sales of goods and services	<input type="checkbox"/>	Sales of capital assets
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Taxes

<input type="checkbox"/>	GST collected	<input type="checkbox"/>	GST returns, statements and correspondence
<input type="checkbox"/>	PST collected	<input type="checkbox"/>	PST returns, statements and correspondence

Capital Costs

Capital Outlays are considered to be of a lasting nature; the full amount cannot be deducted in the year incurred. Include those items costing over \$200.

<input type="checkbox"/>	Furniture & Equipment	<input type="checkbox"/>	Vehicle
<input type="checkbox"/>	Computer Equipment	<input type="checkbox"/>	Other

Cost of Sales

<input type="checkbox"/>	Closing Inventory at December 31 (valued at cost)	<input type="checkbox"/>	Receipts for goods for resale
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Expenses

<input type="checkbox"/>	Advertising, promotion, gifts (no meals, see below)	<input type="checkbox"/>	Office expenses
<input type="checkbox"/>	Bad Debts	<input type="checkbox"/>	Private health service plan premiums
<input type="checkbox"/>	Business licenses, dues, memberships and subscriptions	<input type="checkbox"/>	Professional fees (legal and accounting)
<input type="checkbox"/>	Convention fees (no meals, see below)	<input type="checkbox"/>	Salaries, wages, and benefits
<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Training, seminars
<input type="checkbox"/>	Internet	<input type="checkbox"/>	Supplies
<input type="checkbox"/>	Interest and bank charges	<input type="checkbox"/>	Telephone and utilities
<input type="checkbox"/>	Maintenance and repairs (except motor vehicles)	<input type="checkbox"/>	Travel (no meals, see below. Airfares, ferries, taxis, tolls, transit and lodging)
<input type="checkbox"/>	Meals and entertainment (see below)		

Meals and
Entertainment
Defined

The allowable deduction for business meals and entertainment is 50%. Please ensure that you group the following expenses together and do not include them with advertising, promotion, travel, conferences or any other expense.

<input type="checkbox"/>	Business meals	<input type="checkbox"/>	Entertainment
<input type="checkbox"/>	Gifts of alcohol, food, chocolate, baskets of food, etc	<input type="checkbox"/>	Travel meals
<input type="checkbox"/>	Gift cards for meals, alcohol, chocolate, baskets of food, entertainment, etc	<input type="checkbox"/>	Convention meals
		<input type="checkbox"/>	Networking meals

