

# Self-Employment Income Checklist

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

# Self-Employment Income          continued

**Work-Space-  
In-Home**

<input type="checkbox"/>	<b>Square footage used for business:</b> _____	<input type="checkbox"/>	<b>Total square footage of home:</b> _____
<input type="checkbox"/>	<b>Electricity</b> (Hydro)	<input type="checkbox"/>	<b>Interest</b> (include mortgage statement)
<input type="checkbox"/>	<b>Gas</b> (Fortis)	<input type="checkbox"/>	<b>Property taxes</b>
<input type="checkbox"/>	<b>Insurance</b>	<input type="checkbox"/>	<b>Sewage</b>
<input type="checkbox"/>	<b>Maintenance</b>	<input type="checkbox"/>	<b>Strata fees</b> \$ _____
<input type="checkbox"/>	<b>Alarm/security</b>	<input type="checkbox"/>	<b>Water</b>

**Auto  
Expenses**

**New CRA Policy** Without an auto log, CRA will disallow all auto expenses.  
**Recommendation** Use a mileage app to track your business mileage.  
 For information on Auto Logs, refer to [Auto Expenses](#).

<input type="checkbox"/>	<b>Km driven for employment purposes</b>	<input type="checkbox"/>	<b>Total km driven</b> (Jan 1–Dec 31)
<input type="checkbox"/>	<b>Description of vehicle Year, Make, Model</b>		
<input type="checkbox"/>	<b>Was a new vehicle acquired or sold in the year?</b> Y    N    (If YES, please provide documents)		
<input type="checkbox"/>	<b>Fuel</b>	<input type="checkbox"/>	<b>Maintenance and repairs</b> (including Air Care)
<input type="checkbox"/>	<b>Insurance</b> (include copies of policies, Jan 1–Dec 31)	<input type="checkbox"/>	<b>Interest</b> (include loan documents)
<input type="checkbox"/>	<b>Lease costs</b> (include documents)	<input type="checkbox"/>	<b>Parking</b>

**Keeping  
Records**

Generally you must keep your records for six years from the end of the taxation year to which they relate.  
 For more information about keeping records, see [Understanding Tax: Record Retention](#).

**Notes and  
Questions**

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