

Self-Employment or Unincorporated Business Checklist

*Making Tax & Accounting Issues Simple.
That's Our Bottom Line!*

Personal Information	
Full Name	
Details of Partners	
Full Name	
Address	
Full Name	
Address	

Business Information				
Registered Business Name				
Business Address				
Date of Commencement (MM/YY)		Business #		
Type of Business Ownership	<input type="checkbox"/> Sole Proprietor		<input type="checkbox"/> Partnership	
GST Registered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	GST Method <input type="checkbox"/> Regular Method	<input type="checkbox"/> Quick Method
Business Activity				

Capital Assets

√	Capital Assets (Total Cost Including GST/HST)	\$ (Purchased During the Year)	\$ (Disposed of During the Year)
<input type="checkbox"/>	Furniture		
<input type="checkbox"/>	Equipment		
<input type="checkbox"/>	Computers		
<input type="checkbox"/>	Software		
<input type="checkbox"/>	Tools		
<input type="checkbox"/>	Goodwill		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		

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Statement of Business Income

√	Business Income	\$
<input type="checkbox"/>	Sales, Commission or Fees (Excluding GST/HST)	
<input type="checkbox"/>	GST/HST Collected on Sales, Commission or Fees	
Business Income Earned from Websites		
Did you earn business income from websites?		<input type="checkbox"/> YES <input type="checkbox"/> NO
How many websites have you earned business income from?		Percentage of Total Gross Income Generated from Websites
		%
Website #1 – Web Address (URL)	http://	
Website #2 – Web Address (URL)	http://	
Website #3 – Web Address (URL)	http://	
Website #4 – Web Address (URL)	http://	
Website #5 – Web Address (URL)	http://	

Statement of Business Expenses

√	Business Expenses (Excluding GST/HST)	\$
<input type="checkbox"/>	Opening Inventory on January 1 st (if applicable)	
<input type="checkbox"/>	Closing Inventory on December 31 st (if applicable)	
<input type="checkbox"/>	Cost of Goods Sold	

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<input type="checkbox"/>	Subcontractors	
<input type="checkbox"/>	Advertising, Promotions & Gifts	
<input type="checkbox"/>	Meals & Entertainment	
<input type="checkbox"/>	Bad Debts	
<input type="checkbox"/>	Business Insurance	
<input type="checkbox"/>	Bank & Credit Card Fees	
<input type="checkbox"/>	Interest on Business Loans or Lines of Credit (LOC)	
<input type="checkbox"/>	Licenses, Dues & Membership Fees	
<input type="checkbox"/>	Office Expenses	
<input type="checkbox"/>	Supplies	
<input type="checkbox"/>	Legal, Accounting & Professional Fees	
<input type="checkbox"/>	Management & Administration Fees	
<input type="checkbox"/>	Rent	
<input type="checkbox"/>	Maintenance & Repairs	
<input type="checkbox"/>	Salaries, Wages & Benefits	
<input type="checkbox"/>	Travel Expenses & Convention Fees	
<input type="checkbox"/>	Telephone (Including Long-Distance Calls)	
<input type="checkbox"/>	Utilities	
<input type="checkbox"/>	Delivery, Freight & Couriers	
<input type="checkbox"/>	Private Health Insurance Premiums	
<input type="checkbox"/>	Internet & Network Service Fees	
<input type="checkbox"/>	Personal Development	
<input type="checkbox"/>	Other -	
<input type="checkbox"/>	Other -	
<input type="checkbox"/>	Other -	

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Automobile Expenses (Travel Logs Required)

Automobile Information

Make & Model of Vehicle		Year of Vehicle	
Date of Acquisition		Date of Disposition	
Lease Commencement Date		Lease Termination Date	
Cost excluding GST/PST		GST/PST	
Km Driven for Business		Total Km Driven during the Year	

	Automobile Expenses (Total Expenses – Do Not Prorate)	\$ (Vehicle 1)	\$ (Vehicle 2)
<input type="checkbox"/>	Monthly Leasing Cost		
<input type="checkbox"/>	Fuel (Gasoline, Propane & Oil)		
<input type="checkbox"/>	Maintenance & Repairs		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	License & Registration		
<input type="checkbox"/>	Interest		
<input type="checkbox"/>	Auto Club (CAA)		
<input type="checkbox"/>	Car Wash		
<input type="checkbox"/>	Parking		
<input type="checkbox"/>	Tolls		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		
<input type="checkbox"/>	Other -		
<input checked="" type="checkbox"/>	Please also provide the following documents:		
<input type="checkbox"/>	Auto Purchase Agreement (including Purchase Price, Trade-In Value & Down-Payment), or		
<input type="checkbox"/>	Lease Term Sheet (including Manufacturers' List Price & Down-Payment)		

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Work Space In The Home

Home Information

Total Home Area (Square Feet)		Total Office Area (Square Feet)	
√	Home Office Expenses (Total Expenses – Do Not Prorate)	\$	
<input type="checkbox"/>	Heat		
<input type="checkbox"/>	Electricity		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	Repairs & Maintenance		
<input type="checkbox"/>	Mortgage Interest (provide Mortgage Statement from Lending Company)		
<input type="checkbox"/>	Property Taxes		
<input type="checkbox"/>	Rent		
<input type="checkbox"/>	Water		
<input type="checkbox"/>	Security		
<input type="checkbox"/>	Other –		
<input type="checkbox"/>	Other –		
<input type="checkbox"/>	Other –		
√	Please also provide the following documents:		
<input type="checkbox"/>	Mortgage Statement (may be obtained from Lending Company)		

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