

Print this checklist and use it help gather all the papers that are needed to properly fill out your Business Tax Return



REVENUE	AUTOMOBILE EXPENSES
<ul style="list-style-type: none"> ■ Sale, Fees, Commissions ■ Commissions as per T4A (Self-employed) <p style="text-align: center;">COST OF GOODS SOLD</p> <ul style="list-style-type: none"> ■ Opening inventory ■ Purchases during the year ■ Subcontracts and direct wages ■ Ending inventory 	<ul style="list-style-type: none"> ■ Total Kms/Miles driven during the year ■ Kms for business use ■ Auto Gas/Fuel ■ Auto Repairs and maintenance ■ Auto Parking ■ Insurance ■ License ■ Auto loan interest ■ Leasing costs ■ All other expenses related to automobile

EXPENSES	HOME OFFICE COST
<ul style="list-style-type: none"> ■ Legal papers of buying equipment & vehicles used in your business ■ Utilities & Telephone bills ■ Property taxes ■ Rent/mortgage papers (payment + interest paid) ■ Insurance ■ Advertising & Promotion ■ Business tax, fees, licenses, dues & memberships ■ Delivery and freight charges ■ Office & Supplies expenses ■ Salaries and wages ■ Travel Expanses ■ Meals and entertaining 	<ul style="list-style-type: none"> ■ Space used for business ■ Sq. Ft. of Home for business use ■ Mortgage interest (Need Mortgage Statement) ■ Rent (If ranting) ■ Utilities (Heat, Hydro, Wwater) ■ Condominium fees ■ Property taxes (Need Actual Bill) <p style="text-align: center;">OTHER</p> <p>Please bring previous year's financial statements and Tax return copies along with company's article.</p>

***Please note:** all items must have a physical receipt showing the expense or purchase. If you are supplying a spreadsheet, please remember, you must have the receipts in case of government audit. They will not accept item without a receipt.