

Self-Employment Income Checklist

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

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

Name _____ Legal Name _____

**New Client
or New
Information**

Sole Proprietorship SIN _____ Co-owner name _____
 Partnership Co-owner SIN _____
 Corporation Percentage of Ownership % _____
 Main Product or Service _____
 Calendar Year Y / N (if NO, please fill in the fiscal period below) Is the Business Registered for HST? Y N
 Fiscal Period ____ / ____ / ____ to ____ / ____ / ____ Business Number _____

Income

BUSINESS INCOME - Excluding HST \$ _____
 HST collected \$ _____ Sales of capital assets \$ _____

Expenses

Purchases \$ _____

ADVERTISING & PROMOTIONS

Advertising, promotion, marketing and website
 Meals & Entertainment

INSURANCE

Business \$ _____ Medical / Life \$ _____

INTEREST

LOC Interest \$ _____ Credit card \$ _____

BUSINESS FEES

License \$ _____ Subscriptions \$ _____
 Membership \$ _____ Bank \$ _____
 Franchise \$ _____

OFFICE EXPENSE

Supplies \$ _____ Utilities \$ _____

PROFESSIONAL FEES

Legal \$ _____ Administration \$ _____
 Consulting \$ _____ Accounting \$ _____

RENT (business only)

Real Estate \$ _____ Property Tax \$ _____
 Equipment \$ _____ Maintenance \$ _____
 Storage \$ _____ Car Rental \$ _____

MAINTENANCE & REPAIRS (not auto)

Garbage \$ _____ Building \$ _____
 Equipment \$ _____ Security \$ _____

SALARIES, WAGES, BENEFITS

Withdrawals \$ _____ Salaries \$ _____
 Sub-Contracts \$ _____

DELIVERY FREIGHT/EXPRESS \$ _____

SUPPLIES

Small Tools \$ _____ Uniforms \$ _____

TRAVEL

Hotel/Airline, Bus & Train Tickets \$ _____

TELEPHONE

Business \$ _____ Cellular \$ _____
 Home \$ _____ Internet \$ _____

AUTOMOBILE EXPENSES

Fuel \$ _____ Insurance \$ _____
 Repairs \$ _____ License \$ _____
 Lease \$ _____ Parking \$ _____
 Car wash \$ _____ ETR \$ _____

HOME EXPENSE

Heat \$ _____ Mrtg Interest \$ _____
 Electricity \$ _____ Property Tax \$ _____
 Insurance \$ _____ Water \$ _____
 Maintenance \$ _____ Rent \$ _____

ASSETS

Equipment \$ _____ Computer \$ _____
 Furniture \$ _____ Tools \$ _____
 Car \$ _____ Leasehold Impr \$ _____

RENTAL PROPERTY REVENUE

REVENUE \$ _____

RENTAL PROPERTY EXPENSES

Heat \$ _____ Mrtg Interest \$ _____
 Electricity \$ _____ Property Tax \$ _____
 Insurance \$ _____ Water \$ _____
 Maintenance \$ _____

**Keeping
Records**

Generally you must keep your records for six years from the end of the taxation year to which they relate.