

## 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-Proprietorship		<input type="checkbox"/> Partnership	
GST/HST Registered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	GST/HST 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 -		

## COVID-19 Emergency Benefits Received

√	Benefits Types	\$ Received	\$ Repaid
<input type="checkbox"/>	Canada Emergency Business Account (CEBA) Loan		

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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 <sup>st</sup> (if applicable)	
<input type="checkbox"/>	Closing Inventory on December 31 <sup>st</sup> (if applicable)	
<input type="checkbox"/>	Cost of Goods Sold	

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

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## Automobile Expenses (Travel Logs Required)

### Automobile Information

<b>Make &amp; Model of Vehicle</b>		<b>Year of Vehicle</b>	
<b>Date of Acquisition</b>		<b>Date of Disposition</b>	
<b>Lease Commencement Date</b>		<b>Lease Termination Date</b>	
<b>Cost excluding GST/HST</b>		<b>GST/HST</b>	
<b>Km Driven for Business</b>		<b>Total Km Driven during the Year</b>	

	<b>Automobile Expenses (Total Expenses – Do Not Prorate)</b>	<b>\$ (Vehicle 1)</b>	<b>\$ (Vehicle 2)</b>
<input checked="" 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"/>	<b>Please also provide the following documents:</b>		
<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

<b>Total Home Area (Square Feet)</b>		<b>Total Office Area (Square Feet)</b>	
<b>√</b>	<b>Home Office Expenses (Total Expenses – Do Not Prorate)</b>	<b>\$</b>	
<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 –		
<b>√</b>	<b>Please also provide the following documents:</b>		
<input type="checkbox"/>	Mortgage Statement (may be obtained from Lending Company)		

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