

Scarborough Office:
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(Pharmacy and Ellesmere)
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**Downtown Office
at Eaton Centre :**
250 Yonge Street, Unit 2201
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Toronto ON M5B 2L7

Business Checklist

(Self employed, contractor, commission income)

Note:

1. **Proof of income cheques and invoices (with dates, names, and address) are mandatory**
2. **Proof of expense receipts and documents(with dates, names, and address) are mandatory**
3. **You must retain those (a period of six years) for a possible CRA's verification and audit process**

Documents

- T4A
- GST Return
- Business registration info (business name, number)

Total Incomeincome without GST/HST. \$ HST/GST = \$

- **** Please ensure that amounts are accurate in dollar and cents.
- **** For some items GST/ PST may not applicable. (example: Rent)

Receipts

- Advertising.....
- Bad debt.....
- Business taxes, fees, licences, dues, membership & subscriptions...
- Business registration expenses.....
- Delivery, freight expenses.....
- Insurance.....
- Interest.....
- Maintenance and repair.....
- Management and administration fees.....
- Meal and entertainment expenses.....
- Office expenses
- Supplies.....
- Legal, accounting, professional fees.....
- Property tax.....
- Rent.....
- Salaries.....
- Travel (Hotel, rental vehicle, meals).....
- Telephone, internet, cable.....
- Utilities (water, electricity, gas).....
- Private health plan premiums.....

Total Amount (with GST/ HST)	

Note:

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Automobile (Car) receipts

- Gas.....
- Repair & maintenance (oil change, other car maintenance expenses)
- Lease payment (payment amount, date of lease started, date of lease terminated)
- Car wash / parking
- Insurance.....
- Licence & registration (sticker, drive clean).....
- Interest on money borrowed to purchase car.....
- Purchase details (purchase price, date).....

From the record keeping:

- Car auto meter record keeping.....
 - Total KM driven in the taxation year
 - Total KM driven in the taxation year to earn income

Business use of home expenses (If business is home based) receipts

- Heat.....
- Electricity.....
- Insurance.....
- Maintenance.....
- Mortgage interest.....
- Property tax.....
- Other expenses.....
- Area of home used for business purposes.....
- Total area of home.....

Details of equipment additions this year:

- Total Cost.....
- Property details.....

Total Amount (with GST/ HST)	