

Howland Tax Services *International*



2011 Self-Employment Checklist (Canada)

Identification

What is your main product or service?

Name of business

Business address

Fiscal year end (usually Dec. 31)

Income

Income reported on T4A slips

Income not reported on T4A slips

Other sales, commissions, or fees

Per diems, royalties

Other income

GST/HST Registrants

Does any of the above income include GST/HST collected?

Yes - this income (describe):

\$ _____

...includes this amount of GST/HST:

\$ _____

No - does not include GST/HST

Total GST/HST collected during 2011

Input Tax Credits claimed during 2011

What GST/HST calculation method do you use?

Regular or Simplified Method

Quick Method

I Don't Know

Cost of Goods Sold

Inventory at beginning of year	_____
Purchases during the year	_____
Wage and subcontract costs	_____
Other costs	_____
Inventory at end of year	_____

Expenses

You should have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

Please indicate if expenses include GST/HST:

- Expenses include GST/HST**
- Expenses do not include GST/HST**

Accounting, tax preparation, legal, consulting	_____
Advertising, promotion, publicity	_____
Bad debts	_____
Bank charges	_____
Business tax, fees, licenses	_____
Convention expenses	_____
Delivery, shipping, freight	_____
Equipment rentals	_____
Insurance of business assets	_____
Interest on business loans	_____
Maintenance and repairs	_____
Management and administration fees	_____
Meals and entertainment - enter total amounts	_____
• for documented business meetings	_____
• for business travel outside home city	_____
Office rent	_____
Office supplies	_____
Other supplies and materials	_____
Professional development	_____
Property taxes on business property	_____
Research costs	_____
Salaries, wages, benefits	_____
Subcontract fees	_____

Subscriptions to industry periodicals _____

Supplies (provide breakdown) _____

Telephone and utilities _____

Training courses (lodging, tuition, etc.) _____

Travel (not auto) _____

Uniforms, cleaning and alterations _____

Union dues, business taxes and licenses _____

Medical premiums for *private* health plans
(i.e. PHSP or Blue Cross premiums, but not MSP) _____

Other expenses (provide breakdown) _____

Business Use of Home

Total square footage of home _____

Square footage of areas used for business purposes _____

OR: Total rooms in home _____

Number of rooms used for business purposes _____

Did you use the business area of the home exclusively for business purposes? If an area was used partly for business and partly for personal purposes, please indicate that area's square footage and the percentage of time it was used for personal purposes.

Write down the total amounts for the home:

Mortgage interest or rent paid _____

Insurance _____

Home maintenance and repairs _____

Hydro _____

Heat, water, other utilities _____

Property taxes _____

Strata fees _____

Other expenses _____

Automobile

Total kilometers vehicle was driven in 2011 _____

Kilometers driven for business in 2011 _____

Did you acquire a new vehicle?

Yes No

Cost of new vehicle _____

Make and model _____

Disposal of old vehicle or trade in allowance _____

Write down the total amounts for the vehicle:

Insurance _____

Maintenance and repairs _____

License fees _____

Gas and oil _____

Car washes _____

Loan interest _____

Lease charges _____

Auto club membership _____

Parking _____

Equipment Purchases and Disposals in 2011

	Purchases	Disposals
Equipment or Office Furniture (provide breakdown)	_____	_____
Cost or proceeds	_____	_____
Computer hardware (new)	_____	_____
Cost or proceeds	_____	_____
Computer hardware (used)	_____	_____
Cost or proceeds	_____	_____

Employment Insurance for Self-Employed Taxpayers

Have you entered into an agreement with the Canada Employment Insurance Commission (through Service Canada) to participate in the new "Employment Insurance (EI) Measure for Self-Employed People"? If yes, please indicate the date of registration.

Other Items

If you have any other taxable items related to your business operations please list them separately.