

Howland Tax Services International



2014 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

How much GST/HST did you collect during 2014 (total)? \$ _____

Input Tax Credits claimed during 2014 \$ _____

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 2014

Kilometers driven for business in 2014

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 2014

	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.