

Howland Tax Services International



2016 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 2016 (total)? \$ _____

Input Tax Credits claimed during 2016 (quarterly filers) \$ _____

What GST/HST calculation method do you use? Regular or Simplified Method

Quick Method

I Don't Know

Cost of Goods Sold (If You Sell Products)

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.

GST/HST Registrants: do your 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 2016 _____

Kilometers driven for business in 2016 _____

Did you buy a new vehicle or sell an old one? Yes No

If yes, please provide your contract of purchase or sale, or other documentation.

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 2016

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

EI 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.
