LDA TAX SERVICES

Business & Self-Employed Tax Checklist

Please provide the following information that applies to your business. **If you are unsure whether an item is required, send it to us and we will review it.**

📋 BUSINESS INFORMATION

☐ Business name
☐ Business number (BN), if applicable
☐ Type of business / nature of business
☐ Business start or closing date, if applicable
☐ GST/HST account information, if applicable
☐ Previous year's tax return and Notice of Assessment

💰 BUSINESS

☐ Total sales/revenue
☐ Other business income
☐ T4A or other slips received for business/contract work
☐ GST/HST collected
☐ Other income related to the business

💳 BUSINESS EXPENSES

Please provide totals and/or supporting records for applicable expenses:

☐ Advertising & promotion
☐ Bank & credit card charges
☐ Business insurance
☐ Interest & financing costs
☐ Office expenses & supplies
☐ Telephone & internet
☐ Professional fees – accounting/legal
☐ Rent / lease expenses
☐ Repairs & maintenance
☐ Travel & accommodation
☐ Meals & entertainment

☐ Vehicle expenses
☐ Business-use-of-home expenses
☐ Computer & software expenses
☐ Equipment & other major purchases

🚗 VEHICLE

If a vehicle is used for business:

☐ Total kilometres driven during the year
☐ Business kilometres
☐ Fuel
☐ Insurance
☐ Repairs & maintenance
☐ Licence/registration
☐ Interest or lease payments
☐ Vehicle purchase information, if applicable

🏠 HOME OFFICE

If you work from home:

☐ Percentage of home used for business
☐ Home expenses
☐ Utilities
☐ Property tax
☐ Rent
☐ Home insurance
☐ Mortgage interest, where applicable

👥 EMPLOYEES / PAYROLL

☐ Payroll records
☐ T4/T4 Summary information
☐ Employer CPP/EI amounts
☐ Payroll remittances
☐ WSIB information, if applicable

📜 GST/HST

☐ GST/HST returns
☐ GST/HST collected
☐ GST/HST paid on business purchases
☐ Any CRA GST/HST correspondence

📦 OTHER INFORMATION

☐ Inventory at year-end, if applicable
☐ Accounts receivable at year-end
☐ Business loans
☐ Business assets purchased or sold
☐ Business assets disposed of
☐ Major changes to the business during the year
☐ CRA correspondence or reassessments

BEFORE SENDING YOUR INFORMATION

☐ All business income has been reported
☐ Business expenses have been reviewed
☐ GST/HST information has been provided
☐ Vehicle/home-office information has been provided, if applicable
☐ Major purchases or sales have been reported
☐ CRA correspondence has been provided

Not sure whether something is a business expense? Send it to us and we will review it.

LDA TAX SERVICES

Business Tax Returns • Personal Tax Returns • Bookkeeping • Payroll • CRA Assistance

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