

LDA INCOME 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 INCOME

- ☐ 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 INCOME TAX SERVICES

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

 **647-980-6298**

 [**info@lda-itb.com**](mailto:info@lda-itb.com)

 **lda-itb.com**