

Sole Proprietor Tax Checklist

- GST Number (if applicable)
- Previous year tax return (first year with us only)
- Bank/Credit Card Statements (if the business has its own separate accounts)
- Income/Sales
 - Invoices, POS reports (or access to online invoicing software)
- All expenses (receipts, bills and supporting documents)
 - CRA/Provincial/WCB correspondence/notices of assessment
 - Materials and Supplies
 - Advertising and Promotion
 - Meals/Entertainment
 - Insurance Policies (business/commercial/liability)
 - Interest Expenses (loans)
 - Business Taxes, Fees, Licences, Dues, Memberships, and Subscriptions
 - Office Expenses and Supplies
 - Legal and Accounting Fees
 - Home Office (if applicable)
 - % Used for Business
 - Utilities
 - Insurance
 - Mortgage Interest
 - Property Tax
 - Other (repairs, rent, etc.)
 - Travel Expenses
 - Telephone, Internet, Utilities, Rent
 - Postage and Delivery
 - Payroll and Subcontractor Expenses
 - Vehicle Expenses
 - Fuel
 - Repairs and Maintenance
 - Car Washes
 - Insurance
 - Parking
 - Mileage (if applicable)
 - Assets/Purchases over \$500
 - Private health plan premiums
 - Other (as required)

Documentation and paperwork can be provided electronically or in paper format

Let us balance your books, while you balance your business!

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