

## 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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