



H&M Bookkeeping

Self-Employed Income Tax Prep Checklist

GENERAL INFORMATION

- ☐ Business Name:
- ☐ Business Number:
- ☐ Business Address:
- ☐ Business Main Product/Service:
- ☐ GST/HST Number:
- ☐ Gross Business Income (Includes GST/HST):
- ☐ Sales/Commissions (before GST):
- ☐ GST/HST Collected:

PARTNERSHIP INFORMATION (if applicable)

- ☐ Partner Business Number:
- ☐ Percentage of the Partnership:

COST OF GOODS SOLD (COGS)

- ☐ Opening Inventory of Materials (as of Jan 1st):
- ☐ Purchase of Materials:
- ☐ Closing Inventory of Materials (as of Dec 31st):
- ☐ Direct Wage Costs:
- ☐ Sub-contracts:

VEHICLE EXPENSES

- ☐ Make, Model & Year:
- ☐ Date purchased or leased:
- ☐ Original cost of vehicle (if leased):
- ☐ Amount of km's you drove for business purposes:
- ☐ Amount of km's driven in total:
- ☐ % of business mileage (business kms divided by total kms):
- ☐ Interest charged (if financed):
- ☐ Leasing cost (if leased):
- ☐ Fuel and Oil:
- ☐ Auto Insurance:
- ☐ License and registration fees:
- ☐ Maintenance and repairs:
- ☐ Parking fees during business activity:
- ☐ Other vehicle insurances (please specify):
- ☐ Other expenses (please specify):



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BUSINESS EXPENSES

- ☐ Advertising expenses:
- ☐ Meals and beverages:
- ☐ Bad debts:
- ☐ Liability insurance:
- ☐ Other insurance (please specify):
- ☐ Private health premiums:
- ☐ Interest and bank charges:
- ☐ Office expenses:
- ☐ Office stationery and supplies:
- ☐ Rent:
- ☐ Property taxes:
- ☐ Maintenance and repairs:
- ☐ Salaries, wages, and benefits
- ☐ Seminars and training
- ☐ Travel
- ☐ Telephone and utilities:
- ☐ Internet:
- ☐ Other expenses:
- ☐ Business fees and licenses:
- ☐ Dues and subscriptions:
- ☐ Professional fees (legal and accounting):
- ☐ Management and administration fees:
- ☐ Delivery and freight (postage/courier):



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BUSINESS USE-OF-HOME EXPENSES

- ☐ Heating:
- ☐ Electricity:
- ☐ Water:
- ☐ Home/rental insurance:
- ☐ Maintenance:
- ☐ Mortgage interest:
- ☐ Property taxes:
- ☐ Repairs, cleaning, landscaping, and supplies:
- ☐ Other expenses:
- ☐ Square footage of home office space:
- ☐ Total square footage of home:
- ☐ % use for business (home office divided by total):