



## Business Tax Checklist

### Income

- Invoices for sales or services rendered
- Spreadsheet (if applicable)
- Interest (T3/T5 Statements)
- Investments (T3/T5 Statements)
- Stocks (T5008 -documentation re buys & sell information)
- Any relevant US income and expenses

### Expenses

- Bank statements including deposit slips or books. (debit slips with invoiced attached cancelled cheques)
- Line of credit documentation
- Credit card bills (Bills attached; invoices and receipts)
- Charitable donations (slips attached)
- Asset purchases-items over \$500.00
- Transportation and travel related expenses (business mileage log, receipts for public transportation, parking, tolls, hotel, gas, repairs, insurance, car sticker)
- Home office expenses (square footage of office space, total square footage of home)
- Wages/deductions paid to employees
- Subcontractor Information
- Home office and commercial supplier invoices including but not limited to:
  - Raw materials
  - Telephone and Internet
  - Computer related expenses
  - Utilities
  - Insurance
  - Rent/Mortgage interest
  - Meals & entertainment
  - Advertising & promotion
  - Office supplies
  - Postage & delivery
  - Dues & subscriptions
  - Professional Fees e.g. Accounting and Legal
  - Waste disposal

### Government Forms

- HST remittances
- Payroll remittances
- WSIB remittances
- Corporate Tax Remittances

**\*\*Please note: all items must have a physical receipt showing the expense or purchase.**