



T1 Self Employment Checklist

Detail of Business

Name of Business _____
 Type of Business _____
 Names of Partners and Percentage (%) owned _____
 Is your business registered for GST? ___ YES ___ NO If Yes, what is your GST number ? _____
 Is GST Included in the above amounts ___ YES ___ NO

Expenses

Advertising	\$ _____
Staff Meals and entertainment (100% Business)	\$ _____
Meals and Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest & Bank Charges	\$ _____
Licenses, Dues, and Memberships	\$ _____
Office Expense	\$ _____
Supplies	\$ _____
Professional Dues	\$ _____
Rent	\$ _____
Repairs and Maintenance	\$ _____
Salaries	\$ _____
Travel	\$ _____
Telephone and Utilities	\$ _____
Cell Phone	\$ _____
Internet	\$ _____

Vehicle Expenses (If Applicable):

Year and Make & Model	_____
KMs driven for business purpose*	_____ Km's
Total KMs driving in the year*	_____ Km's
If leased, Date Lease began?	_____
Purchase/Sale Price	\$ _____
Fuel	\$ _____
Repairs & Maintenance	\$ _____
Insurance	\$ _____
Loan Interest	\$ _____
Lease payments	\$ _____

Business Use of Home Expenses:

Area of home used for business purposes	\$ _____
Total Area of Home	\$ _____
Heat	\$ _____
Electricity	\$ _____
Insurance	\$ _____
Maintenance	\$ _____
Mortgage interest	\$ _____
Property Taxes	\$ _____
Other Expenses	\$ _____

While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.