

Tax Return (T1) Checklist

Income:

Total Sales and/or Service Income
Any GST collected (if applicable)

Expenses:

*** Note – If currently registered for GST, you must separate GST paid from ALL expenses and provide both totals ***

Advertising
Meals and Entertainment
Bad debts
Insurance
Interest
Business tax, fees, licences, dues, memberships, and subscriptions
Office expenses and supplies
Legal, accounting, and other professional fees
Management and administration fees
Rent
Maintenance and repairs
Salaries and/or subcontracting
WCB
Travel
Telephone and utilities
Fuel costs (expect motor vehicle)
Delivery, freight, and express
Allowance on eligible capital property
Capital purchases (Larger purchases such as computers, equipment, etc. are capitalized and expensed over time)
Any other related expenses

In-Home Office Expenses

*** Note – Must provide sq. ft. of the office & total sq. ft. of the house ***

Heat
Electricity
House insurance
Maintenance
Mortgage interest
Property taxes
Any other related expenses

Motor Vehicle Expenses:

*** Note – Must provide total km driven for work & total km driven in applicable year ***

Fuel & oil
Interest
Insurance
Licence and registration
Maintenance and repairs
Leasing
Any other related expenses