

Shan iPro Services inc.

Scarborough Office: 58 Ellesmere Road, Scarborough, ON, M1R 4C2

416-451-6928

shansun006@gmail.com

www.shanipro.com

Business Checklist

(Self employed, contractor, commission income)

Note:

1. Proof of income cheques and invoices (with dates, names, and address) are mandatory
2. Proof of expense receipts and documents(with dates, names, and address) are mandatory
3. You must retain those (a period of seven years) for a possible CRA's verification and audit process

Documents

- ☐ T4A
- ☐ GST Return
- ☐ Business registration info (business name, number)

Total Incomeincome without GST/HST. \$ HST/GST = \$

**** Please ensure that amounts are accurate in dollar and cents.

**** For some items GST/ PST may not applicable. (example: Rent)

Receipts

- ☐ Advertising.....
- ☐ Bad debt.....
- ☐ Business taxes, fees, licences, dues, membership & subscriptions...
- ☐ Business registration expenses.....
- ☐ Delivery, freight expenses.....
- ☐ Insurance.....
- ☐ Interest.....
- ☐ Maintenance and repair.....
- ☐ Management and administration fees.....
- ☐ Meal and entertainment expenses.....
- ☐ Office expenses
- ☐ Supplies.....
- ☐ Legal, accounting, professional fees.....
- ☐ Property tax.....
- ☐ Rent.....
- ☐ Salaries.....
- ☐ Travel (Hotel, rental vehicle, meals).....
- ☐ Telephone, internet, cable.....
- ☐ Utilities (water, electricity, gas).....
- ☐ Private health plan premiums.....

Total Amount (with GST/ HST)	

Note:

1. Proof of income cheques and invoices (with dates, names, and address) are mandatory
2. Proof of expense receipts and documents (with dates, names, and address) are mandatory
3. You must retain those (a period of six years) for a possible CRA's verification and audit process

Automobile (Car) receipts

- ☐ Gas.....
- ☐ Repair & maintenance (oil change, other car maintenance expenses)
- ☐ Lease payment (payment amount, date of lease started,
date of lease terminated)
- ☐ Car wash / parking
- ☐ Insurance.....
- ☐ Licence & registration (sticker, drive clean).....
- ☐ Interest on money borrowed to purchase car.....
- ☐ Purchase details (purchase price, date).....

From the record keeping:

- ☐ Car auto meter record keeping.....
- ☐ Total KM driven in the taxation year
- ☐ Total KM driven in the taxation year to earn income

Business use of home expenses (If business is home based) receipts

- ☐ Heat.....
- ☐ Electricity.....
- ☐ Insurance.....
- ☐ Maintenance.....
- ☐ Mortgage interest.....
- ☐ Property tax.....
- ☐ Other expenses.....
- ☐ Area of home used for business purposes.....
- ☐ Total area of home.....

Details of equipment additions this year:

- ☐ Total Cost.....
- ☐ Property details.....

[illegible]