



# Letawsky Wilson & Associates

Professional Bookkeeping, Accounting & Tax Services

## Sole Proprietor Tax Prep Checklist

### GENERAL INFORMATION

- Business name: \_\_\_\_\_
- Business phone number: \_\_\_\_\_
- Business address: \_\_\_\_\_
- Business main product or service: \_\_\_\_\_
- GST/HST number: \_\_\_\_\_
- Gross business income (including GST/HST): \$ \_\_\_\_\_
- Sales, commissions (total before GST): \$ \_\_\_\_\_
- GST collected: \$ \_\_\_\_\_

### COST OF GOODS SOLD

- Opening inventory of material (at Jan 1) \$ \_\_\_\_\_
- Purchase of materials \$ \_\_\_\_\_
- Closing inventory of materials (at Dec 31) \$ \_\_\_\_\_
- Direct wage costs \$ \_\_\_\_\_
- Sub-contracts \$ \_\_\_\_\_

### BUSINESS EXPENSES

- Advertising expenses \$ \_\_\_\_\_
- Meals & entertainment \$ \_\_\_\_\_
- Bad debts \$ \_\_\_\_\_
- Insurance \$ \_\_\_\_\_
- Private health premiums Interest \$ \_\_\_\_\_
- Bank charges \$ \_\_\_\_\_
- Office expenses \$ \_\_\_\_\_
- Office stationery & supplies \$ \_\_\_\_\_
- Rent \$ \_\_\_\_\_
- Property taxes \$ \_\_\_\_\_
- Maintenance and repairs \$ \_\_\_\_\_
- Wages & benefits \$ \_\_\_\_\_
- Seminars & training \$ \_\_\_\_\_
- Travel \$ \_\_\_\_\_
- Internet \$ \_\_\_\_\_
- Telephone & utilities \$ \_\_\_\_\_
- Other expenses \$ \_\_\_\_\_
- Business fees, licenses, dues and subscriptions \$ \_\_\_\_\_
- Professional fees (legal and accounting) \$ \_\_\_\_\_
- Management & administration fees \$ \_\_\_\_\_
- Delivery & freight (postage, courier) \$ \_\_\_\_\_

## VEHICLE EXPENSES

- Make, model, year: \_\_\_\_\_
- Date purchased or leased: \_\_\_\_\_
- Original cost of vehicle (if leased) \$ \_\_\_\_\_
- How many kms did you drive for *business* purposes? \_\_\_\_\_
- How many kms did you drive in total? \_\_\_\_\_
- % of business mileage (business kms divided by total kms) \_\_\_\_\_
- Interest charges (if you are financing your vehicle) \$ \_\_\_\_\_
- Leasing cost (if you are leasing your vehicle) \$ \_\_\_\_\_
- Fuel and oil \$ \_\_\_\_\_
- Auto insurance \$ \_\_\_\_\_
- Licence and registration costs \$ \_\_\_\_\_
- Maintenance and repairs \$ \_\_\_\_\_
- Parking fees during business activity \$ \_\_\_\_\_
- Supplementary business insurance \$ \_\_\_\_\_
- Other expenses (please specify) \$ \_\_\_\_\_

## BUSINESS USE-OF-HOME EXPENSES (BUOH)

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