

Tel: (416) 551-5550

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Self-Employment Checking List:

1	T4A	T4A	
2	HST#	HST# (If has)	
3	Last year T2125	T2125 from last year	
4	Expenses	Deductible expense - operation expense	
		Advertising	
		Meals and entertainment	
		Bad debts	
		Insurance	
		Interest and bank charge	
		Business tax, fees Licences, memberships	
		Office Expense	
		Legal Fee	
		Accounting Fee	
		Agent and other professional Fees	
		Management and administration fees	
		Rent	
		Maintenance and repairs	
		Salaries, wages & benefits	
		Property taxes	
		Travel	
		Telephone Expense	
		Internet Expense	
		Seminars and trainings	
		Utilities	
		Freight and delivery	
		Newly purchased fix assets	

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5	Auto expenses	Deductible expense - motor expense	
		Make, Model Year	
		Date purchased or leased	
		Original cost of vehicle	
		How many kms did you drive in total	
		% of business mileage (business km divided by total kms)	
		Fuel	
		Parking	
		Toll Road	
		Insurance	
		Lease cost	
		Interest charge (if you are financing your vehicle)	
		Repair and Maintenance	
		License and registration cost	
	Others		

6	Home office	Deductible expense - home-office expense	
		Percentage of home used for business	
		Utility (water, hydro, water, waste)	
		Other expenses	
		Insurance	
		Telephone Expense	
		Repair and maintenance	
		Mortgage interest	
		Property taxes	
	other		