



## Common Accounting Small Business Tax

Checklist / [commonaccounting@gmail.com](mailto:commonaccounting@gmail.com)

General Information	GROSS	NET	HST
Copy of your previous tax return if you are a new client with us			
Business name			
GST/HST number			
Business address			
Business main product or service			
Business Income			
Gross Business Income			
Other income			
All Other Income			
Your total gross business income (net of GST/HST)			

Business Expenses (net of GST/HST)			
Tax paid in installments.			
HST paid in installments.			
Expenses			
Advertisement			
Meal and entertainment			
Bad debts			
Insurance			
Interest			
Business tax, fees, licenses, dues, and memberships			
Subcontracts			
Purchase of materials			
Office expense			
Office Stationery and Supplies			
Professional fees (accounting and legal)			
Management and administration fees			
Rent			
Maintenance and repairs			
Salaries, wages, and benefits			
WSIB			
Travel expense			
Telephone and utilities			

Internet			
Delivery, freight, and express			
Other expenses			
<b>Business-use-of-home expenses</b>			
Percentage of personal usage			
Heat			
Electricity			
Insurance			
Maintenance and repair			
Mortgage interest			
Property taxes			
Other expenses			
Water			
Garbage removal			
<b>Motor Vehicle Expenses</b>			
Vehicle type and model			
The kilometers you drove in the tax year to earn business income.			
The total kilometers you drove in the tax year			
Gas			
Interest if you are financing your vehicle			

Insurance			
License and registration			
Maintenance and repairs			
Leasing cost if you are leasing your vehicle			
Other expenses (please specify)			
Business parking fees			
Supplementary Business Insurance			
<b>Assets used in your business</b>			
Vehicle			
Computer			
Equipment			
Others			
Self-Employed Tax Checklist (Also used for Employment/Commission Expenses) Keep a copy of this checklist in your Current Year Tax file to simplify gathering all your papers in preparation for your tax return. This checklist will be used as a guide to help you organize your documents for tax time.			

TIP: You can access your CRA NOA online by creating a My CRA account and viewing your documents using the mobile app.

**Common Accounting Corp: 416-840-3799 email: commonaccounting@gmail.com**