



# Better Business Books Inc.

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## ACCOUNTING & INCOME TAX SPECIALISTS

24 Riva Court,  
Hamilton, ON L9B 0H9  
Tel: [905] 388-0052  
Fax: [905] 388-0421

 [betterbusinessbooks@icloud.com](mailto:betterbusinessbooks@icloud.com)

 [www.betterbusinessbooks.ca](http://www.betterbusinessbooks.ca)

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### Tax Preparation Checklist for Self-Employed Individuals (if applicable):

#### **Business Information:**

- Business Name & Business Number (H.S.T. #)
- Business Address
- Ownership Type (Partnership, Sole-Proprietor etc.)
- Copy of last year's tax return (helpful, but not required)

#### **Income Information:**

T Slips (T4 Box 81/82/83, T4A Box 28/48)  
Capital Gains (i.e. Sale of a Property etc)  
Total Gross Revenue  
Total Commissions or Fees  
Total Gross Rental Income  
Other:

#### **Asset Additions:**

Furniture & Equipment  
Vehicles  
Computers  
Land  
Building  
Other:

#### **Deductions:**

##### **Cost of Sales:**

Opening Inventory  
Purchases  
Direct Wages  
Subcontracts  
Others Costs  
Closing Inventory

**Expenses:**

Accounting & Legal Fees  
Professional Fees  
Advertising  
Bank Charges & Interest  
Long Term Interest  
Insurance  
Office Supplies  
Telephone & Communications  
Rental Fees  
Repairs & Maintenance  
Utilities  
Fees & Licences  
Meals & Promotion  
Equipment Rental  
Property Taxes  
Bad Debts  
Supplies  
Management & Administration Fees  
Salaries & Benefits  
Travel & Lodging  
Delivery & Freight  
Other Expenses

**Vehicle Expenses:**

Fuel  
Repairs & Maintenance  
Insurance  
Parking  
Tolls  
Lease Payments  
Loan Interest  
Licence & Registration  
Other  
Total Km. Driven in Tax Year  
Total Km. Driven for Business Use in Tax Year

**Home Office Expenses:**

Heat  
Hydro  
Property Taxes  
House Insurance  
Mortgage Interest  
Telephone  
Internet  
Other:  
Total Sq. Footage of Home  
Total Sq. Footage of Home Office