

# SELF-EMPLOYMENT TAX CHECKLIST

## INCOME RECORDS

- ✓ Invoices issued
- ✓ Sales receipts
- ✓ Contract agreements

## EXPENSE RECORDS

- ✓ Receipts for all business expenses
- ✓ Office supplies (pens, paper, printer, etc.)
- ✓ Advertising & marketing costs
- ✓ Phone & internet (percentage used for business)
- ✓ Meals & entertainment expenses
- ✓ Business insurance premiums
- ✓ Professional fees (accounting, legal, consulting)
- ✓ Rent or lease payments (office space)
- ✓ Business bank & credit card statements

## HOME OFFICE (Eligible Home Expenses)

- ✓ Workspace square footage calculation
- ✓ Utilities portion (electricity, heat, water)
- ✓ Home Insurance
- ✓ Property taxes portion
- ✓ Mortgage interest portion
- ✓ Maintenance and repairs

## GST/HST (Goods and Services Tax/Harmonized Sales Tax)

- ✓ GST/HST collected on sales

## BUSINESS DOCUMENTS

- ✓ Business registration number
- ✓ HST/GST/PAYE registration (if applicable)
- ✓ Articles of incorporation (if applicable)
- ✓ Business licenses & permits
- ✓ Client contracts and agreements

## TAX INSTALLMENTS

- ✓ Quarterly tax payment records
- ✓ CRA instalment reminders & statements
- ✓ Payroll records
- ✓ T4 slips (for any employees paid)
- ✓ Payroll remittances records
- ✓ Wages & salaries paid
- ✓ Records of payments to contractors (T4A)

## GST/HST (Goods and Services Tax/Harmonized Sales Tax)

- ✓ GST/HST collected on sales
- ✓ GST/HST paid on business expenses
- ✓ Input tax credits (ITCS) calculation
- ✓ Filed GST/HST returns
- ✓ GST/HST account number
- ✓ Confirmation of registered status

- ✓ GST/HST paid on business expenses