

S2 Global Consulting Self-Employed Tax Prep Checklist

Keep a copy of this checklist in your Current Year Tax file to prepare for your tax return. Use the checklist as a guide.

INFORMATION ABOUT YOUR BUSINESS

Business Name: Business Address:

Business Number: GST/HST Number (if registered):

Description of your product or services: GST filed by Owner: Y/N

Percentage of the partnership (if applicable): Partnership Number (if applicable):

INCOME

- Gross Business Income (do not include income on T4A, include all revenue before taxes: \$)
- Professional Income: \$
- GST/HST collected: \$
- PST collected: \$
- Self-Employed Income on T4A: Y/N

COST OF GOODS SOLD (COGS)

- Opening inventory (start-of-year stock): \$
- Purchases made during the year: \$
- Closing inventory (end-of-year stock): \$
- Direct wages and subcontractors cost: \$

BUSINESS EXPENSES

- Advertising and marketing: \$
- Office supplies, stationary, and postage: \$
- Professional fees (legal, accounting, or consulting): \$
- Licenses, dues, memberships, and subscriptions: \$
- Rent for office space: \$
- Utilities (internet, phone, electricity, heating, etc.): \$
- Training, conferences, seminars: \$
- Travel expenses (transportation, lodging, meals): \$
- Insurance (business and private health plans): \$
- Equipment of software details and cost: \$
- Other Expenses: \$

VEHICLE EXPENSES

- Vehicle Make/Model:
- Purchase/Lease Date:
Provide purchase/lease documentation for new vehicles
- Total KM driven in year:
- Business KM driven in year:
- Fuel & Oil: \$
- Insurance: \$
- Interest on Vehicle Loans: \$
- Repairs & Maintenance: \$
- Registration & Licensing: \$
- Parking & Tolls: \$
- Insurance (business and private health plans): \$
- Other: \$
- Logbooks or digital tracking records for mileage (you have to keep records)*

HOME OFFICE EXPENSES

- Square Footage of office space
vs. total home area (e.g. 1/3)
- Rent or Mortgage Interest: \$
- Utilities (internet, phone,
electricity, water, heating, etc.): \$
- Insurance: \$
- Maintenance & Repairs: \$
- Property Taxes: \$
- Cleaning, landscaping, or
other relevant costs: \$
- Stata/Condo fees: \$
- Other expenses: \$