

If you are a self-employee, please look at this checklist that helps you to prepare your document for filing your tax return:

General Information

- Copy of your previous tax return
- Business name
- GST/HST number
- Business address
- Business main product or service

Gross Business Income (net of GST/HST/PST/QST)

- Total gross business income (goods, Services)

Cost of goods sold and service (net of GST/HST/PST/QST)

- Cost of goods at the end of the previous year
- Commissions
- Cost of delivery, freight
- Purchases of goods
- Sub-contracts
- Wages
- Cost of goods at the end of year

Expenses (net of GST/HST/PST/QST)

- Advertising, promotion, gifts
- Bad debts
- Business licence, dues, fees, subscriptions
- Convention expenses
- Education
- Equipment rental
- Insurance
- Interest and bank charges
- Legal, accounting, and other professional fees
- Maintenance and repairs on buildings
- Management and administration fees
- Meals and entertainment for business
- Meals and entertainment with employees
- Office including postage and stationery
- Property taxes
- Rent on business property
- Salaries, Employment Insurance and CPP
- Supplies
- Telephone
- Travel (hotels, air, ferry, taxi)
- Utilities and electricity
- Work Safe BC premiums
- Other expenses - item and amount
- Private Health Services Plan premiums

If you do your business at home or use your vehicle in your business, you can claim part of the expenses like:

For home:

Heat, electricity, insurance, maintenance, mortgage interest, property tax, other expenses

Your Vehicle:

Gas, insurance, maintenance, License and registration, leasing cost or interest of financing your vehicle