



Tax Document Checklist

Self Employed

Income

T4A – Commission income

Invoices or sales reports

Deductibles

Meals and entertainment

Bad debts/ unpaid invoices

Loan interest and bank charges

Business taxes, licenses and memberships

Office expenses – includes software

Office stationery and supplies

Professional fees (legal and accounting fees)

Rent – office or storage

Repairs and maintenance of equipment or office space

Salaries or commissions

Travel expenses – moving or convention expenses

Utilities – light, heat, water, phone and internet

Delivery, freight and express

Training and professional development

IT equipment – computers, laptops, screens, printers etc.

Office furniture

Machinery, vehicles and equipment used 100% for business purposes

Vehicle expenses – pro-rated at % of business use

- Fuel
- Insurance
- License and registration fees
- Maintenance and repairs
- Lease costs
- Interest on financing
- Parking and tolls



Home office expenses - pro-rated at % of business use

- Heat
- Electricity
- Water
- Insurance
- Maintenance
- Mortgage interest
- Property taxes