

## Self-Employed Tax Checklist (Canada – Individual T1)

### Business Information

- Legal name of business
- Business address
- Business number (if applicable)
- Industry code (NAICS)
- GST/HST registration status
- GST/HST returns filed for the year
- Records of instalment payments made

### Income Records

- Total gross sales or fees
- Invoices issued
- Sales summaries from platforms (Square, Stripe, PayPal, Etsy, Shopify, Uber, etc.)
- Cash income logs
- Barter or trade transactions
- Foreign income earned
- Adjustments (returns, discounts, bad debts)

### Expense Documentation

- Advertising and marketing
- Meals and entertainment (eligible portion only)
- Office supplies
- Professional fees (legal, accounting, consulting)
- Bank charges and payment processing fees
- Business insurance
- Interest and bank loan statements
- Telephone, internet, and mobile usage
- Business licences and dues
- Training, courses, and certifications
- Subscriptions and software
- Delivery, shipping, and postage

- Repairs and maintenance
- Bad debts (if previously included in income)

#### Vehicle Expenses (if applicable)

- Mileage log (start/end odometer for year)
- Fuel receipts
- Insurance
- Repairs and maintenance
- Lease or loan interest
- Parking and tolls
- Vehicle registration
- Business-use percentage calculation

#### Home Office Expenses (if applicable)

- Square footage of workspace vs. home
- Rent or mortgage interest
- Property taxes
- Home insurance
- Utilities (heat, electricity, water)
- Internet
- Maintenance and repairs
- Workspace-only expenses (e.g., painting office)

#### Capital Assets & Depreciation (CCA)

- Equipment purchases (computers, tools, machinery)
- Furniture and fixtures
- Vehicles
- Software purchases
- Invoices for capital additions
- Disposals of assets (sale price, date, proceeds)

#### Required Forms & Supporting Items

- T2125 – Statement of Business or Professional Activities
- GST/HST return summaries

- T4A slips (if issued by clients)
- T5018 (construction subcontractors)
- Foreign income reporting (if applicable)
- T1135 if foreign property > \$100,000
- Prior year's Notice of Assessment (carry-forwards)

#### Personal Deductions & Credits (often relevant for self-employed)

- RRSP contributions
- Childcare expenses
- Medical expenses
- Charitable donations
- Tuition (T2202)
- Disability Tax Credit (if applicable)
- Support payments made

#### Deadlines & Final Checks

- Compare income records with bank deposits
- Reconcile GST/HST collected vs. remitted
- Confirm instalment payments applied
- Review prior-year carry-forwards (losses, CCA, etc.)
- Keep receipts for six years
- **June 15** — Filing deadline for self-employed individuals
- **April 30** — Payment deadline (even if filing June 15)