

## Small or Home-Based Business Tax Checklist

In addition to the information in the personal tax list, please provide us with the following items on a monthly or yearly basis if you run a small business from your home:

- Copies of all invoices and receipts
- Business bank statement, business credit card statement, business line of credit (or statements of any accounts used for business expenses)
- Deposit slips and cheque stubs
- Summary of expenses and/or an electronic file with any bookkeeping you have done. Please provide us with the password for your electronic file if one is required.
- Phone bills, business cell phone, fax, long distance (for business)
- Internet bills
- Vehicle expenses - gas, car washes, parking, insurance, lease/bill of sale, payments with interest, repairs, maintenance, registration
- Mileage log or kilometres driven for business and kilometres driven total
- Office equipment, cleaning, supplies, and furniture purchased.

For a home-based business, to claim a percentage or all of the expenses listed below, you must have a designated space that is used **ONLY** for business use. You cannot claim a percentage of your home expenses if you are working from your kitchen table or your office doubles as a spare bedroom or the children's playroom etc.

- Mortgage interest or RENT
- Property tax payments
- House insurance payments
- Gas bills and other utilities
- General home maintenance (e.g. carpet cleaning, furnace cleaning)

We also need the square footage of your office space and the square footage of your house to generate the percentage of space you use in your house for your business.