

Business Tax Check List

Business Name: _____

Income	Attached	Coming	N/A
Invoices	_____	_____	_____
Spreadsheet	_____	_____	_____
Interest	_____	_____	_____
Investments	_____	_____	_____
Stocks (please provide buys & sell sheet)	_____	_____	_____

Expenses & Purchases

Bank statements	_____	_____	_____
Deposit slips or books	_____	_____	_____
Line of credit	_____	_____	_____
Credit card bills	_____	_____	_____
Charitable donations	_____	_____	_____
Raw materials	_____	_____	_____
Telephone bills	_____	_____	_____
Cell phone	_____	_____	_____
Internet	_____	_____	_____
Computer supplies	_____	_____	_____
Software	_____	_____	_____
Wages	_____	_____	_____
Business Insurance	_____	_____	_____
Rent	_____	_____	_____
Heat	_____	_____	_____
Hydro	_____	_____	_____
Subcontractor	_____	_____	_____
Meals & entertainment	_____	_____	_____
Advertising & promotion	_____	_____	_____
Office supplies	_____	_____	_____
Office expense	_____	_____	_____
Postage & delivery	_____	_____	_____
Dues & subscriptions	_____	_____	_____
Accounting	_____	_____	_____
Legal	_____	_____	_____
Waste disposal	_____	_____	_____
Asset purchases-items over \$500.00			
Computer Equipment	_____	_____	_____
Office Furniture & Equipment	_____	_____	_____

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	Attached	Coming	N/A
Goodwill	_____	_____	_____
Incorporation cost	_____	_____	_____
Leaseholds	_____	_____	_____
Automobile	_____	_____	_____
Manufacturing Equipment	_____	_____	_____
Tools	_____	_____	_____
Home office			
Heat	_____	_____	_____
Hydro	_____	_____	_____
Property taxes	_____	_____	_____
Mortgage interest	_____	_____	_____
Repair & Maintenance	_____	_____	_____
Insurance	_____	_____	_____
Condo fees	_____	_____	_____
Rent (if renting)	_____	_____	_____
Auto			
Mileage	_____	_____	_____
Auto payments (sale/leased)	_____	_____	_____
Auto fuel	_____	_____	_____
Auto repairs	_____	_____	_____
Travel	_____	_____	_____
Auto licensing	_____	_____	_____
Auto insurance	_____	_____	_____
Parking	_____	_____	_____
Other			
HST remittance	_____	_____	_____
Payroll remittance	_____	_____	_____
WSIB remittance	_____	_____	_____

****Please note: all items must have a physical receipt showing the expense or purchase. If you are supplying a spreadsheet, please remember, you must have the receipts in case of government audit. They will not accept item without a receipt. Just debit slips are not classified as receipts. These cannot be used.**