

Personal Income Tax Return

Self Employed Checklist 2024



Contact Information:

Your Full Name:	
Name of Business:	
Co-Owners (Full Name & % Ownership)	
Business Number:	
Address if different than home:	
Are you registered for HST?	

Income and Expense Summary Details:

Is HST included in amounts below?


Revenue	
Income:	
General Expenses	
Advertising and Promotion:	
Telephone:	
Rent:	
Office Supplies:	
Accounting and Legal Fees:	
Training and Professional Development:	
Interest and Bank Charges:	
Repair and Maintenance:	
Supplies:	
Utilities:	
Salaries:	
Subcontractors:	
Dues:	
Travel	
Parking and Transit:	
Accommodations:	
Meals:	
Misc:	

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Vehicle Expenses	
Year, Make, Model:	
Total KM driven during the year:	
Total KM driven for business:	
Gas:	
Insurance:	
Repairs and Maintenance:	
License and Registration:	
Interest on loan(if owned):	
Monthly lease payment (if leased):	
Lease term (if applicable)	
Home Office:	
Rent:	
Utilities:	
Maintenance + Repairs (home):	
Property Tax:	
Home Insurance:	
Water:	
Mortgage Interest:	
Percentage of Home for Business?	
Do you have a dedicated office space? If no, how many hours a week did you work at home?	

 **Important:** You do not need to send individual expense receipts; however, CRA may request support.

- ✓ CRA requires original receipts (vendor-issued, not credit card statements).
- ✓ Receipts must include date, vendor name, and amount paid.
- ✓ Automobile expenses must be backed by a mileage log.