AH Accounting Service

Self-Employed / Small Business — Income & Expense Declaration Checklist

CLIENT INFORMATION

Full Name

Tax Year

Business / Trade Name

Business Number (BN) — if registered

Type of Business / Industry (describe briefly)

Business Structure: ○ Sole Proprietor ○ Partnership ○ Incorporated

GST/HST Registered: ○ Yes ○ No

GST/HST Account Number (if registered)

Reporting Period (Annual / Quarterly / Monthly)

■ *Complete this checklist for each business or self-employment activity you have. Attach all receipts, invoices, bank statements, and supporting documents. Enter estimated annual totals where possible — your accountant will verify against source documents.*

Legend: 50% DEDUCTIBLE = Only 50% of the expense is deductible for tax purposes

PART A — INCOME TO DECLARE

■ *Declare ALL income from your business, regardless of how it was received — cheque, e-transfer, cash, PayPal, Stripe, Square, barter, or otherwise.*

Annual Amount ($)

Primary Business Revenue

- ☐ Fees, invoices, or sales billed to clients / customers — $
- ☐ Cash income received — $
  Include all cash payments — CRA expects this to be reported
- ☐ E-transfer, PayPal, Stripe, Square, or other online payments — $
- ☐ Contract or freelance income — $
- ☐ Commission income — $

Other Business Income

- ☐ Grants, subsidies, or government assistance received — $
  e.g. CEBA repayable / forgivable portions, provincial grants
- ☐ Barter income — $
  Report at fair market value of goods/services received
- ☐ Rental income from business property — $
- ☐ Interest earned on a business bank account — $
- ☐ Sale of business assets (equipment, vehicle, etc.) — $
  Separate from regular income — may trigger capital gains or recapture
- ☐ Insurance proceeds received for business loss — $
- ☐ Other business income (describe below) — $

Description of other income:

■ *Forgot something? Review your bank statements month by month — every deposit that isn't a personal transfer is likely income.*

TOTAL GROSS BUSINESS INCOME	$	

PART B — DEDUCTIBLE EXPENSES

■ *Only expenses incurred to earn business income are deductible. Keep all receipts for at least 6 years. Mixed personal/business expenses must be prorated.*

Annual Amount ($)

Advertising & Marketing

	Item		Annual Amount ($)
☐	Online advertising (Google Ads, Meta/Facebook, Instagram, LinkedIn)	$	
☐	Website design, hosting, and domain fees	$	
☐	Social media management tools	$	
☐	Printed materials (business cards, flyers, signage, brochures)	$	
☐	Promotional items / branded merchandise	$	
☐	Sponsorships or event marketing	$	

Vehicle Expenses

■ *A mileage logbook is required by CRA. Record date, destination, purpose, and km for every business trip.*

	Item		Annual Amount ($)
☐	Fuel / gas	$	
☐	Insurance (business-use portion)	$	
☐	Repairs and maintenance	$	
☐	Car wash / detailing (business portion)	$	
☐	Lease payments (business-use portion) *Subject to CRA lease cost limits*	$	
☐	Loan interest on vehicle (business-use portion) *Subject to CRA interest limits*	$	
☐	Parking (business trips — not commuting)	$	
☐	Licensing and registration	$	

Total km driven in the year:

Business km driven in the year:

Home Office Expenses

■ *To claim home office expenses, your home must be your principal place of business OR you must use it exclusively and regularly to meet clients. Calculate business-use % = office sq. ft. ÷ total home sq. ft.*

	Item		Annual Amount ($)
☐	Rent (business-use portion)	$	
☐	Mortgage interest (business-use portion) *Interest only — not principal*	$	
☐	Property taxes (business-use portion)	$	
☐	Home insurance (business-use portion)	$	
☐	Electricity / hydro (business-use portion)	$	
☐	Heat / gas (business-use portion)	$	
☐	Internet (business-use portion)	$	
☐	Maintenance and repairs (business-use portion)	$	

Total home sq. ft.:

Office / workspace sq. ft.:

Office Supplies & Equipment

- ☐ Stationery, paper, pens, postage, and general office supplies $
- ☐ Printer ink / toner $
- ☐ Small tools and equipment (under $500 per item) $
- ☐ Computer, laptop, tablet (business-use portion) $
  Items over $500 are Capital Cost Allowance (CCA) — do not expense directly
- ☐ Computer peripherals (keyboard, monitor, mouse, webcam, headset) $
- ☐ Phone (business-use portion of monthly plan) $
- ☐ Dedicated business phone / second line $

Software & Subscriptions

- ☐ Accounting software (QuickBooks, Wave, FreshBooks, Xero) $
- ☐ Project management / productivity tools (Slack, Asana, Notion, Monday) $
- ☐ Design or creative software (Adobe, Canva Pro, Final Cut) $
- ☐ Cloud storage (Dropbox, Google Drive, OneDrive) $
- ☐ Video conferencing (Zoom, Teams — paid plans) $
- ☐ Industry-specific software or subscriptions $
- ☐ Domain registrations and SSL certificates $

Meals & Entertainment

■ *Only 50% of meal and entertainment expenses are deductible. Always record: date, attendees, business purpose.*

- ☐ Client / business meals and dinners — **50% DEDUCTIBLE** $ ______
- ☐ Coffee or meals during business meetings — **50% DEDUCTIBLE** $ ______
- ☐ Entertainment (events, sports, concerts for clients) — **50% DEDUCTIBLE** $ ______

Travel (Non-Vehicle)

- ☐ Flights and transportation for business travel $ ______
- ☐ Hotel / accommodation for business trips $ ______
- ☐ Taxis, rideshare (Uber/Lyft) for business trips $ ______
- ☐ Baggage fees and travel insurance $ ______
- ☐ Per diem / meals while travelling for business — **50% DEDUCTIBLE** $ ______

Professional & Legal Fees

- ☐ Accounting and bookkeeping fees $ ______
- ☐ Legal fees (business-related) $ ______
- ☐ Consulting fees paid to third parties $ ______
- ☐ HR or payroll service fees $ ______

Wages, Salaries & Subcontractors

■ *If you paid subcontractors over $500 in the year, T4A slips are required. If you have employees, T4s and payroll remittances must be filed separately.*

- ☐ Wages and salaries paid to employees $ ______
- ☐ Employer CPP contributions paid $ ______
- ☐ Employer EI premiums paid $ ______
- ☐ Subcontractor / freelancer fees paid $ ______
  T4A required if over $500 per person
- ☐ Payroll processing fees $ ______

Insurance

- ☐ Business liability insurance (general / CGL) $ ______
- ☐ Professional liability / Errors & Omissions (E&O) insurance $ ______
- ☐ Product liability insurance $ ______
- ☐ Commercial property insurance $ ______
- ☐ Cyber liability or data protection insurance $ ______

Banking & Financial Charges

- ☐ Business bank account fees and service charges $ ______
- ☐ Credit card annual fees (business card) $ ______
- ☐ Merchant processing / payment gateway fees (Stripe, Square, PayPal) $ ______
- ☐ Interest on business loans or lines of credit $ ______
  Interest only — not principal repayments
- ☐ Interest on business credit cards $ ______
- ☐ NSF or overdraft fees $ ______

Professional Development & Training

- [ ] Courses, workshops, and seminars related to your business $
- [ ] Books, manuals, and industry publications $
- [ ] Professional association memberships and dues $
- [ ] Conference and trade show registration fees $
- [ ] Certification or licensing fees $

Other Business Expenses

- [ ] Uniforms or safety equipment (required for work, not suitable for everyday wear) $
- [ ] Cleaning and janitorial services (business premises) $
- [ ] Courier and shipping costs $
- [ ] Business gifts $
  Max $25 per person per year is deductible
- [ ] Bad debts written off $
  Must have been previously included in income
- [ ] Prior year GST/HST remittances paid $
- [ ] Other expenses not listed above (describe below) $

Description of other expenses:

TOTAL DEDUCTIBLE EXPENSES $

PART C — CAPITAL ASSETS (CCA)

■ *Capital assets (items over ~$500 with a useful life of more than one year) are NOT expensed directly. They are depreciated over time through Capital Cost Allowance (CCA). List all purchases and disposals below.*

Description of Asset	Date Purchased	Purchase Price ($)	Business Use %	Sold/Disposed?

■ *Common CCA classes: Class 8 (20%) — office equipment & tools; Class 10/10.1 (30%) — vehicles; Class 50 (55%) — computers and software; Class 1 (4%) — buildings. Your accountant will assign the correct class.*

PART D — GST / HST SUMMARY

■ *If you are registered for GST/HST, provide totals below. Attach all GST/HST returns filed during the year.*

Total GST/HST Collected (from clients / customers)

Total GST/HST Paid on Expenses (ITCs)

Total GST/HST Remitted to CRA

Any GST/HST Refund Received

☐ All GST/HST returns for the year have been filed

☐ I have not yet filed all GST/HST returns — please assist

☐ I am not registered for GST/HST

PART E — YEAR-END QUESTIONS

Did you use your vehicle for business: ○ Yes ○ No

Do you have a vehicle logbook: ○ Yes ○ No ○ Partial

Did you work from a home office: ○ Yes ○ No

Did you pay any subcontractors over $500: ○ Yes ○ No

Did you purchase any equipment or assets over $500: ○ Yes ○ No

Did you dispose of or sell any business assets: ○ Yes ○ No

Did you have any bad debts written off: ○ Yes ○ No

Were there any business-related legal disputes or settlements: ○ Yes ○ No

Additional notes or information for your accountant:

PART F — ESTIMATED NET INCOME SUMMARY

■ *Your accountant will calculate the final figures. Use this section to do a quick sanity check if you wish.*

Total Gross Business Income (from Part A)	$	
Less: Total Deductible Expenses (from Part B)	$	
Less: CCA Deduction (calculated by accountant)	$	
Estimated Net Business Income / (Loss)	$	

DECLARATION & SIGNATURE

■ *By signing below, I confirm that the information provided on this checklist is accurate and complete to the best of my knowledge, and that I have provided or will provide all supporting receipts and records to AH Accounting Service.*

Full Name (Print)

Date (YYYY-MM-DD)

Signature

AH Accounting Service

Please return this completed checklist along with all supporting receipts and records.