

Business Checklist

Identification

- Business name & Business Number
- Incorporation details
- Registered Office address
- Authorize Person Full Name
- Address
- Social Insurance Number
- Telephone etc

Details of Income

- Gross income including GST

Expenses Detail

- Advertising
- Allowance on eligible capital property
- Bad debts
- Business start-up costs
- Business tax, fees, licences, dues, memberships, and subscriptions
- Business-use-of-home expenses
- Capital cost allowance
- Current or capital expenses
- Delivery, freight, and express
- Fuel costs (except for motor vehicles)
- Insurance
- Salaries, wages, and benefits (including employer's contributions)
- Supplies
- Telephone and utilities
- Travel
- Other expenses
- Interest
- Legal, accounting, and other professional fees
- Maintenance and repairs
- Management and administration fees
- Meals and entertainment (allowable part only)
- Motor vehicle expenses
- Office expenses
- Prepaid expenses
- Property taxes
- Rent