

Tax Preparation Checklist for Small Business Owners

This comprehensive checklist is designed to help you optimize your taxes, ensuring you make the most of available deductions and credits. It also serves as a valuable tool to keep you organized and fully prepared for your upcoming tax appointment.

The following pages summarize the documents you'll need to file your tax return as a self-employed individual or small business owner, along with a list of business deductions you can use to lower your tax bill.

BUSINESS RECORDS

- Deposit slips
- Bank statements
- Business credit card statements
- Income records
 - Sales invoices
 - Receipts
 - Bank deposit slips
 - Fee statements
 - Contracts
- Loan Agreements and year-end balances statements
- Detailed year-end inventory listing
- Receipts on capital purchases or sales in 2025

IF YOU HAVE EMPLOYEES AND/OR SUBCONTRACTORS

- T4SUM: Summary of Remuneration Paid
- Worker's compensation payments or benefits
- Payroll, source deductions and taxable benefits for employees If you make payments to subcontractors (construction only)
- T5018: Statement of Contract Payments

TAX SLIPS, CORRESPONDENCE AND RECEIPTS

- 2024 Tax Return(s)
 - T1, T2125
- Notice(s) of Assessment
- CRA correspondence received throughout the year
- Instalment payments made for income tax, GST/HST/PST and payroll
- Statement of remuneration paid
- T4A: Pension, retirement, annuity, and other income
- If you're in a partnership, also include:
 - T5013: Partnership information return

IF YOU'RE INCORPORATED, ALSO INCLUDE:

- Incorporation income tax return for 2024
- Shareholder transactions and dividends
- Financial Statements
- T5SUM: Return of Investment Income
- Articles of Incorporation
- Annual Registry Return

INVESTMENT INFORMATION:

- RRSP contribution slips
- T3 slips
- T5 slips
- TFSA Transactions
- T5008 Statement of Security Transactions
- Stock purchases and sales invoices

PERSONAL RECEIPTS (T1 ONLY)

- Receipts for eligible medical expenses
- Receipts for charitable donations
- Tuition or educational expenses
- Interest paid on student loans
- Childcare expenses
- Moving expenses

BUSINESS DEDUCTIONS

- Advertising
- Bad debts
- Business taxes, licenses, and memberships
- Business insurance premiums
- Charitable donations
- Delivery, freight and express costs
- Depreciation expenses (Capital Cost Allowance)
- Interest and bank charges
- Legal and accounting fees
- Meals and entertainment
- Motor vehicle expenses
 - License and registration fees
 - Fuel and oil costs
 - Insurance
 - Interest on money borrowed to buy your vehicle
 - Maintenance and repairs
 - Leasing costs
 - Parking fees (business only)

- Office expenses, stationery, and supplies
- Payment Processing Fees
- Property leasing costs and taxes
- Repairs and maintenance
- Salaries, wages, and benefits incurred by you as an employer
 - Gross salary amount paid to employees
 - Employer paid CPP and EI contributions
 - Employer paid premiums for sickness or disability insurance
- Telephone and utilities
- Travel expenses
- Utilities

DO YOU WORK FROM HOME?

- Business use of home expenses
 - Cleaning materials
 - Electricity
 - Heating
 - Home insurance
 - Mortgage interest
 - Property taxes
 - Portion of rent paid

Ready for More Than Just Filing?

This checklist will help you prepare your documents. But the right tax conversation can help you prepare your future.

BOOK YOUR FREE TAX CONSULTATION