







# Self-Employment Income Tax Checklist

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|--|---|
|  Company Name, Address & Telephone Number          |  Payments made to Revenu Quebec      |
|  Business Registration Number (Provincial/Federal) |  Instalment payments made to the CRA |
|  Tax Account Registration Number (GST/QST)         |  Notice of assessment for prior year |

## Other information slips

Self-employed business income & expenses (T2125, T5013, T4A) -  
vehicle logbook & in-home office expenses

Capital gains information (if no T or RL slips applicable)

Interest, dividends and mutual funds (T3, T5, T5008)

Losses/gains

## Receipts

RRSP/FHSA contributions

Advertising & Promotion

Fuel costs (except for motor vehicles)

Leasing Expenses

Legal, Accounting & Other Professional Fees

Lodging (Hotel)

Office Expenses

Parking

Rent

Supplies

Travel

Maintenance & Repairs -equipment

Meals & Entertainment (50%, allowable portion only)

Motor Vehicle Expense (allowable portion only)

Telephone & Utilities

Tax on insurance premiums

Work-Space-in-the-Home Expenses

**For entrepreneurs operating under sole proprietorship and incorporation**