

SOLE PROPRIETOR / PARTNERSHIP TAX CHECK LIST

Company Name: _____ **Tax Year:** _____
Owner Name: _____

1. Copy of accounting entries (USB stick, email attachment)
2. Preliminary Trial Balance, Balance Sheet and Income Statement
3. Bank reconciliations as at yearend
4. Bank statements for the year and for January of year following.....
5. Inventory balance at Dec 31st
6. List of Accounts Receivable at Dec 31st – identify any potential bad debt accounts
7. List of Accounts Payable at Dec 31st
8. Copy of T4 Summary as filed and amount of payroll deductions from last remittance
period of fiscal year.....
9. Details on capital asset purchases (>\$500)
10. All GST/HST remittance statements for the year
11. WSIB payments for year (Rate Group _____)
12. Credit cards statements for the year if all business use
13. Documentation of any business-related debt
14. If deducting Business Use of Home:.....
 - a. office area _____ / total sq. ft. of home _____
 - b. mortgage interest \$ _____
 - c. property taxes/rent \$ _____
 - d. heat \$ _____
 - e. hydro \$ _____
 - f. insurance \$ _____
 - g. phone (landline) \$ _____
15. Vehicle information:
 - a. vehicle year and make _____
 - b. business use KMs _____ / total KMs _____
 - c. expenses:
 - i. gas \$ _____
 - ii. insurance \$ _____
 - iii. repairs \$ _____
 - iv. parking/407ETR \$ _____
 - v. interest or lease \$ _____
16. Any significant changes from prior year:
