

Name: \_\_\_\_\_

## Stanley Accounting Sole Proprietor Checklist

If applicable, please complete the below **IN ADDITION** to the Personal Tax Checklist

\*Standardized worksheets available upon request

1. Business Name (if different from your first and last name) \_\_\_\_\_
2. Main Business Activity \_\_\_\_\_
3. If this is the first year, date you started doing business (YY/MM/DD) \_\_\_\_\_
4. List of Partner(s) including % of Ownership \_\_\_\_\_
5. Have you registered for a GST Account Y / N If yes, please provide GST # & details of the prior reporting period return.
6. Prior year's tax return, notice of assessment, GST return and any relevant CRA correspondence.
7. If you are a new Stanley Accounting (SAPC) client, please include a copy of your prior year's tax return which will include a statement of business activity T2125 as well as CCA schedules for carry-forward amounts.
8. Business Revenue
  - Invoices for the year (if applicable, show net income, GST amount and gross revenue)
  - If applicable, T-slips relating to earned income (T4A (commissions/contractor), T5018 (sub-contractor))
  - If income was earned from the internet, provide a list of web pages and % of gross income earned using websites.
9. Business Expenses – Please complete SAPC Sole Proprietor Worksheet\* & include receipts.
  - Salaries, Wages & Benefits (Including Employer's Contributions)
  - Management & Administration Fees
  - Travel (Including breakdown of transportation fees, accommodations & meals)
  - Bad Debts (uncollectable amounts owed to you by customers)
  - Office Rent
  - Office Expenses
  - Materials & Supplies
  - Meals & Client Entertainment
  - Advertising
  - Business Insurance
  - Business Tax, fees, licenses, dues, memberships & subscriptions
  - Legal, Accounting & other Professional Fees
  - Interest & Bank Charges (relating to business only)
  - Maintenance & Repairs of Equipment
  - Telephone (Business phone + cell phone)
  - Internet and Web hosting fees
  - Delivery, Freight & Express
  - Fuel Costs (Except for Motor Vehicles)
  - Other Expenses – please list
- Home Office Expenses – Please complete SAPC Home Office Expenses Worksheet\* & include receipts**
  - Square footage of office and of total home
  - Mortgage interest paid
  - Property taxes
  - Utilities
  - Repairs
  - Home insurance
- Motor Vehicle Expenses**
  - Vehicle Year, Make & Model
  - If Owned: Provide Purchase agreement including price & date of purchase
  - If Leased: Provide Lease contract and lease payments in the year
  - If Financed: Provide Loan contract and any interest paid on loans in the year
  - Business kms driven during the year; Total kms driven during the year
  - Fuel
  - Maintenance & Repairs (includes Car Washes)
  - Registration & License Fees
  - Car Insurance
10. Capital Asset Purchases or Sales
  - Includes Furniture, Computer Hardware & Software, Equipment, Buildings, etc.
  - Listing of any capital assets from previous years.
  - Bills of purchased capital assets