

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, provide GST # & inform us if we are to file your GST 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