

1. Business details and your records

Business income, self-employment and GST/HST

Client legal name

Use one copy for each sole proprietorship or partnership. Complete section 1 and follow the report choice, then complete the remaining sections that apply.

Attach bookkeeping reports and T slips. Do not re-enter any figures already shown on them. Enter only missing figures and other details. Select Yes / No / Unsure; use N/A as needed.

Legal / trading name

Business number (if assigned)

Business address

Activities / services / industry

Start date / ceased date

Reporting period start / end

Business structure

☐ Sole proprietor ☐ Partnership ☐ Corporation ☐ Unsure

Corporation: contact Elena for a corporate engagement. Do not include corporate revenue in personal business figures.

Partners / ownership percentages / changes

Provinces with permanent establishments

Complete bookkeeping reports available?

☐ Yes ☐ No ☐ Partial

Follow your report choice

Yes - complete report

Attach income/expenses and balance sheet/trial balance where available. Skip amounts already shown in sections 2-3.

Partial report

Attach the report. Complete only missing income and expense figures in sections 2-3.

No report

Sections 2-3: missing figures only. Attach T slips.

Everyone supplies any missing ownership, GST/HST, asset, home-office and vehicle details in sections 4-7. Do not enter T4 employment income as business revenue.

Report filenames / period / currency / tax basis

Software / accounting basis / bookkeeper contact

Books reconciled through year-end?

☐ Yes ☐ No ☐ Unsure

Unreconciled items, missing months and records still being prepared

2. Revenue, balances and inventory

Business income, self-employment and GST/HST

Attach bookkeeping reports and T slips; do not re-enter amounts shown on them. Enter only missing figures. Identify slip income already included in sales. Keep GST/HST separate; exclude T4 wages, owner transfers and loans.

Income and year-end balances

Item	Amount	Report reference / explanation
Sales / professional fees before GST/HST		
GST/HST collected on sales		
Other business income / grants		
Refunds / discounts / returns		
Unpaid customer invoices at year-end		
Unpaid bills / prepayments at year-end		
Customer deposits / advances		
Bad debts / write-offs		

Inventory, goods for resale or work in progress? ☐ Yes ☐ No ☐ Unsure

Inventory / cost of sales

Item	Amount	Method / support
Opening inventory / work in progress		
Purchases net of returns		
Direct labour / subcontract cost		
Freight / duties / direct costs		
Closing inventory / work in progress		
Personal withdrawals / write-offs		

Valuation method; count records; any costs already in operating expenses

3. Operating expense breakdown

Business income, self-employment and GST/HST

Complete only costs missing from reports. State full costs and personal use. Regular GST/HST: separate recoverable tax. Unregistered: use tax-inclusive costs. Quick Method: identify it and attach records. Elena calculates adjustments.

Category	Cost CAD	GST/HST	Personal %
Advertising / marketing / website			
Software / subscriptions			
Office stationery / printing			
Supplies / materials			
Telephone / internet			
Business insurance			
Borrowing interest (no principal)			
Bank / processing charges			
Taxes / licences / memberships			
Legal / accounting / professional			
Management / administration			
Subcontractors			
Wages / benefits / employer costs			
Rent / coworking / equipment rental			
Repairs / maintenance			
Business-premises property taxes			
Business-premises utilities			
Travel / accommodation			
Meals / entertainment (full cost)			
Training / conferences			
Postage / delivery / freight			
Other operating expenses			

Other costs; reimbursements; unrecoverable tax; missing receipts; report references

4. GST/HST, online sales and other records

Business income, self-employment and GST/HST

Complete the GST/HST section if registered or registration is uncertain. Complete online sales and other records where relevant.

GST/HST registered? ☐ Yes ☐ No ☐ Unsure

GST/HST account number

Registration / cancellation date

GST/HST method

☐ Regular ☐ Quick Method ☐ Other ☐ Unsure

Filing frequency / reporting periods

Returns filed / periods outstanding

GST/HST information (attach returns/reconciliation instead if complete)

Item	Amount	Period / report reference
Taxable / zero-rated / exempt sales	<div></div>	<div></div>
GST/HST collected / collectible	<div></div>	<div></div>
GST/HST paid / ITCs claimed	<div></div>	<div></div>
Remittances / refunds	<div></div>	<div></div>
Opening / closing balance	<div></div>	<div></div>
Adjustments / rebates / bad debts	<div></div>	<div></div>

Registration/method changes, unregistered sales or prior corrections? ☐ Yes ☐ No ☐ Unsure

Online platforms / websites

Website / platform	Approx. % gross revenue	Gross sales / fees / refunds
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

Cash/e-transfer/barter/tips; costs paid personally; payroll/family wages; subcontractors/slips

Bank/credit-card reconciliation issues; related-party amounts; elections and prior business losses

5. Startup costs and capital assets

Business income, self-employment and GST/HST

Complete for startup costs, asset purchases, disposals or personal assets brought into the business; otherwise go to section 6.

Costs before the business began

Description / supplier / date	Amount / tax	Included in books?

Provide receipts and dates. Arsen Accounting determines whether costs are current, capital or otherwise deductible.

Equipment, furniture, software and other assets

Item / supplier / purchase date	Cost / tax / available-for-use date	Business % / financing

Personal assets introduced: original cost, conversion date, FMV and business-use percentage

Assets sold / traded / disposed

Item / date	Proceeds / tax / trade-in	Original asset / records

Prior CCA/UCC schedules; asset grants; financing agreements; interest and principal split

6. Business use of home

Business income, self-employment and GST/HST

Complete if you used part of your home for business and the supplied schedules do not contain all these details; otherwise go to section 7.

Complete one page per home/workspace, unless the full details are in a supplied schedule. Provide household totals before business allocation and identify amounts already in the books.

Home-office address

Home tenure

☐ Owned

☐ Rented

☐ Other

Your ownership % / other owners and shares

Total home area / measurement unit

Date use began / months used

Workspace area / same unit

Workspace exclusively for business?

☐ Yes

☐ No

☐ Unsure

Principal place of business?

☐ Yes

☐ No

☐ Unsure

Used regularly and continuously to meet clients/customers/patients?

☐ Yes

☐ No

☐ Unsure

Shared-space business hours/days; nature/frequency of meetings

Household costs

Category	Household total	Period / payer / already in books
Heat	<div></div>	<div></div>
Electricity / water	<div></div>	<div></div>
Home insurance	<div></div>	<div></div>
Repairs / maintenance / cleaning	<div></div>	<div></div>
Mortgage interest (no principal)	<div></div>	<div></div>
Property taxes	<div></div>	<div></div>
Rent	<div></div>	<div></div>
Other / phone / internet	<div></div>	<div></div>

Reimbursements; office-only costs; EV charging duplication; unused costs; prior home CCA

7. Business or rental vehicle

Business income, self-employment and GST/HST

Complete for each vehicle used, or attach the same details. State full annual costs before allocation. Attach logs and purchase/lease/loan records. Skip this section if it does not apply.

Make / model / year / power type

Vehicle is

Owner / lessee / co-owners and shares

☐ Owned ☐ Leased ☐ Other

Opening / closing odometer (km)

Business / rental (identify) km

Total annual km

Other business / rental / employment km

Logbook/estimates; trips/dates/purpose; reimbursements, GST/HST recovery, prior CCA, grants and costs recorded elsewhere

Vehicle costs

Category	Full cost / currency	Included in report?
Fuel / oil	<div></div>	<div></div>
Electricity / charging	<div></div>	<div></div>
Insurance	<div></div>	<div></div>
Licence / registration	<div></div>	<div></div>
Maintenance / repairs	<div></div>	<div></div>
Financing interest (no principal)	<div></div>	<div></div>
Lease payments	<div></div>	<div></div>
Business parking / tolls	<div></div>	<div></div>
Other - explain	<div></div>	<div></div>

Purchase / lease start date

Loan amount / lender / term

Price before tax / taxes

Interest rate / annual interest

Lease payments / tax / deposit / days leased

Buyout / sale / trade-in date and proceeds

8. Business documents and confirmation

Business income, self-employment and GST/HST

Attach where applicable

- ☐ Income/expense report and balance sheet/trial balance
- ☐ Missing-figure schedules and supporting receipts
- ☐ Inventory count and unpaid invoice/bill schedules
- ☐ Home-office details and vehicle log/costs
- ☐ General ledger and bank/credit-card reconciliations
- ☐ GST/HST returns, notices and reconciliation
- ☐ Asset invoices, financing and prior CCA schedules
- ☐ Partnership allocations, payroll and subcontractor records

Reports include all cash, online, foreign and personally paid business items? ☐ Yes ☐ No ☐ Unsure

Have you identified personal-use portions and amounts appearing in more than one place? ☐ Yes ☐ No ☐ Unsure

Final review

Have you attached the requested records or listed what is missing? ☐ Yes ☐ No ☐ Unsure

Missing documents, estimates, unclear answers or additional facts

Completed by

Date (YYYY-MM-DD)

This worksheet gathers facts for Canadian tax preparation. Arsen Accounting will review eligibility, calculations and any required elections. Filing authorization is obtained separately.