



SELF-EMPLOYED & BUSINESS OWNER TAX CHECKLIST | CANADA

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Self-Employed & Business Owner Tax Checklist Canada

(Sole Proprietors, Contractors & Small Business Operators)

If you are self-employed in Canada, operating as a sole proprietor, contractor, freelancer, or small business owner, this checklist will help you prepare complete financial documentation for accurate tax reporting and CRA compliance.

A. Business Information

- Legal Name & Business Name
- Business Number (BN)
- Nature of Business Activity
- GST/HST Registration Number
- Fiscal Year-End (if different from calendar year)

B. Business Income

- Total Gross Revenue
- T4A Slips (if issued by clients)
- Sales Summary (annual total)
- Online Platform Income Reports (Uber, Amazon, Shopify, etc.)
- Foreign Business Income

C. Business Expenses (Annual Totals)

Provide totals or detailed reports for:

- Advertising & Marketing
- Office Supplies
- Professional Fees (Accounting, Legal)
- Rent
- Utilities
- Insurance
- Business Travel
- Meals & Entertainment
- Vehicle Expenses (fuel, insurance, maintenance)
- Home Office Expenses
- Subcontractor Payments

D. Capital Assets & Equipment

- Computers & Software
- Furniture & Equipment
- Vehicle Purchase Details
- Machinery or Tools Purchased

E. GST/HST Reporting

- Total GST/HST Collected
- Total GST/HST Paid
- Installments Paid
- Last Filed GST/HST Return

F. Personal Income (Also Required)

- T4A(P) – CPP
- T4A(OAS) – OAS
- T5 Investment Income
- RRSP Contributions
- Rental Income (if applicable)

Why Proper Self-Employed Tax Filing Matters

Accurate reporting helps you:

- Maximize legitimate deductions

- Avoid CRA penalties
- Plan for tax installments
- Optimize cash flow
- Prepare for audits or reassessments

Ready to File Your Business Tax Return?

Self-employed tax filing requires proper documentation and strategic review.

 Book your appointment online:
www.kdimmigration.com

 Call us: 1-866-775-9986

 Email: customercare.kdimmigration@gmail.com

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Structured Business Tax Filing. Clear Guidance. Full CRA Compliance.