

## **Business Expenses Checklist**

Before you begin to prepare your business income tax return, go through the following checklist of expenses you can write off. Highlight the areas that apply to you, and make sure you have that information available. Better yet, attach the list to a folder of your tax documents, and check items off as you add them to the folder.

- \* Purchases/Supplies
- \* Wages
- \* Subcontract
- \* Advertising
- \* Meals & Entertainment
- \* Insurance
- \* Bad Debts
- \* Interest
- \* Dues and Licenses
- \* Office Expenses
- \* Accounting, Legal & Professional Fees
- \* Management and Administration Fees
- \* Rent
- \* Maintenance and Repairs
- \* Property Taxes
- \* Travel
- \* Telephone and Utilities
- \* Delivery and Freight

### Motor Vehicle Expenses

- \* Fuel
- \* Repairs and Maintenance
- \* Insurance
- \* License and Registration
- \* Interest
- \* Lease Payments
- \* Car Washes
- \* Parking

\*\*Please ensure you provide the kilometres driven for business purposes during the calendar year.  
Business kilometre usage vs. personal kilometre usage

Note: If you have an office in your home that is used for your business, please use the Home Expense Worksheet available on our website.