

T1 Checklist for Self-Employment Business (1 statement per business)

Name of business	
Main product or service	
% of ownership	
Name of business partner(s) and their % of ownership	
HST registration number (if applicable)	
Do you own or lease an auto for business	

	Total with HST	HST (if any)	Total excl. HST
Revenues		-	-
Other Income (COVID-19)			

Operating expenses

Advertising		-	-
Bad debts			
Business taxes, licences and memberships			
Delivery, freight and express			
Insurance			
Interest and bank charges			
Light, heat, water			
Management and administration fees			
Meals and entertainment (claim 50% HST)		-	-
Office stationary and supplies		-	-
Professional fees		-	-
Property taxes		-	-
Rent		-	-
Repairs and maintenance		-	-
Salaries		-	-
Supplies			
Telephone		-	-
Travel		-	-
Motor vehicle expenses (SEE BELOW)			
Home office expenses (SEE BELOW)		-	-
Other expenses -		-	-
Other expenses -		-	-
		-	-

Capital asset additions (please provide original receipt)

		-	-
		-	-

Capital asset dispositions (please provide support)

		-	-
		-	-

Motor vehicle expenses

Year, Make, and Model			
Kilometres driven to earn business income		KMs	
Total kilometres driven in the year		KMs	
Date the lease began (If new, provide agreement)			
Purchase/dispose of vehicle (Provide support)		-	-

Fuel and oil		-	-
Interest expense paid in the fiscal period			
Number of days in the year interest was payable			
Insurance			-
Licence and registration		-	-
Maintenance and repairs		-	-
Leasing cost		-	-
Parking		-	-
Other expenses -		-	-
Other expenses -		-	-

Total motor vehicle expense			
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Home office expenses

Total square feet of dedicated home office	
Total square feet of home	

Heat		-	-
Electricity		-	-
Insurance		-	-
Maintenance			-
Mortgage interest			-
Property taxes		-	-
Other -		-	-
Other -		-	-

Total home office expenses			
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*** Please retain your original receipts for at least 7 years ***