



**THE
CORPORATECANUCK**
CREATIVE SOLUTIONS FOR SMALL BUSINESSES

TAX KIT CHECKLIST

Get organized with the following categories!

1. Income- T4s, Copy of Invoices (or Invoice summary if using online tracking), Paystubs, Contracts
2. Meals & Entertainment
3. Occupancy- Rent, Hydro, Insurance, Internet
4. Telephone
5. Professional Fees & Memberships- Legal, Accounting, Union, Professional Associations
6. Office Expenses & Supplies
7. Training- Personal (Post-Secondary T2202A), Professional (Workshops, Classes)
8. Transportation & Vehicle Expenses- include CCA chart from previous tax return, mileage log, gas receipts, repairs and insurance
9. Capital Assets- recommend copying these from year-to-year if claiming over multiple years (or create an excel spreadsheet to track)
10. Personal: Prescription Receipts, Private Health Premiums, Health Care Practitioners
11. Personal: RRPS, Investments
12. Other
13. Taxes- Notice of Assessments and other documents from Canada Revenue Agency

More info at www.CorporateCanuck.com/TaxTuesday