

MITCHELL & PEARCE

PROFESSIONAL CORPORATION

Chartered Professional Accountants

CHECKLIST FOR THE SELF-EMPLOYED

	✓		✓
Advertising		Automobile	
Allowable Reserves		▪ Own or Lease?	
Convention Expenses		▪ If Lease, Lease cost/mo	
Insurance		▪ If Own, Interest cost per month	
Interest and Borrowing Charges		▪ Odometer at Beginning of tax year	
Home Office, if Place of Business		▪ Odometer at End of Tax Year	
Rent or Mortgage Interest		▪ Percentage of Business Use of Car	
Home Insurance		▪ Fuel Expense	
Allowable Reserves		▪ Car Insurance	
Disability Modifications		▪ Repairs and Maintenance	
Interest		▪ Parking Expenses	
Health Plan Premiums		Equipment Purchase subject to CCA	
Square Footage/Proportion of Rooms Dedicated		Office Expenses	
Property Tax		▪ Telephone and Fax	
Annual Utilities		▪ Internet	
▪ Heat		▪ Stationery Supplies	
▪ Hydro		▪ New Capital Assets (attach list)	
▪ Water		▪ If Applicable, Tools	
▪ Sewage		Professional Membership Fees	
Maintenance and Repairs		Fees for Professional Services	
Leasing Costs		Salaries Paid	
Meal Expenses		Travel	