



# 2018 Small Business Tax Checklist

TM

## Shoebox Bookkeeping Ltd.

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Shoebox Business Centre

Form Completion Date: \_\_\_\_\_

### Personal Data

1. Your Name: \_\_\_\_\_ SIN #: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
mm/dd/yy

2. Your Spouse: \_\_\_\_\_ SIN #: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
mm/dd/yy

3. Address: (address to which all CRA correspondence will be sent)

Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

4. Phones: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

5. Emails: Personal: \_\_\_\_\_ Business: \_\_\_\_\_

6. Marital Status: Married Widowed Separated Common-law Divorced Single  
Date of status change mm/dd/yy \_\_\_\_\_

7. If we are NOT preparing a return for your spouse, please provide the following:  
Net income figure from line 236 of his or her 2018 tax return: \_\_\_\_\_

8. List dependents: (Children under 18 and relatives requiring medical &/or disability care)

<b>Name</b>	<b>Birthdate</b>	<b>mm/dd/yy</b>	<b>Gender</b>

9. As a single parent do you want the Universal Child Care Benefit designated to your dependent? **Y N**

10. General: Are you a Canadian Citizen? **Y N** Another country? \_\_\_\_\_

Did you spend enough time outside Canada to require reporting? **Y N**

Are you entitled to foreign pension? **Y N**

Did you hold foreign real estate in 2018, with value exceeding \$100,000 CDN? **Y N**

Did you have transactions with non-resident trusts or foreign affiliates? **Y N**

Do you want your information released to Elections Canada? **Y N**

Direct deposit G/HST credit, Tax Refund and/or Child Tax Benefit? **Y N**

(if YES, please supply a VOID cheque) **Y N**

Have you registered for "My Account" with CRA? **Y N**

Picture ID presented - DL or Passport **Y N**

Administration: Shoebox will request you sign our letter of engagement, a CRA Personal Authorization Form T1013 and a Business Authorization Form RC 59. Also please provide all CRA correspondence plus your 2017 NoA.

**2018 Income**

**Official Receipts Required**

ITEM	
Employment Income	T4
Taxable Disability Income	T4A
Profit Sharing Income	T4PS
Commission Income	T4 or T4A
Dividend/Interest Income	T3s & T5s
Sale of non-RRSP stock (see below)	
Old Age Security Income	T4A(OAS)
Canadian Pension Plan Income	T4A(CPP)
Other Pension/Annuity Income	T4A
Elected Split Pension Amount	T1032
RRSP Income	T4RSP
RRIF Income	T4RIF
Withdraws From RRSP	T4RSP
EI Benefits	T4E
Worker's Compensation	T5007
Social Assistance Payments	T5007
Universal Childcare Benefit	RC62
TFSA withdrawals	
Interest Income	T5s
Limited Partnership Income	T5013
Canada Savings Bond	T600
Alimony Received	
Interest on Tax Refund(s)	
Sale of Real Estate (excluding personal residence)	
Declared Tips & Gratuities	
Strike Pay	

**Other Income**

Have you opened, held or closed accounts of any type including: online, EBay, Craig's List, Bitcoin, PayPal, brokerage, credit card, investment, life insurance, segregated fund, line of credit, registered retirement, disability, education or TFSA accounts. I.e.. Taxable gains.

**Y N**

**2018 Deductions**

**Official Receipts Required**

ITEM	Amount
Tax Installments pd to 2018 personal taxes due	_____
RRSP Contributions	_____
Home Buyers Plan Contribution	_____
Labor Sponsored Fund Contributions	_____
Union Dues/Professional Fees	_____
Child Care Expenses	_____
Working Opportunity Fund	_____
Alimony Payments Made (by agreement pre-1994)	_____
Disability Amount	_____
Safety Clothing required for work	_____
Children's/Spouse's Tuition Fees (see below)	_____
Student Loan Interest	_____
Medical Expenses for self, spouse, U-18 children & other dependants (Rx, treatments, dental, glasses)	_____
Charitable Donations	_____
Political Party Contributions	_____
Safety Deposit Box Fees	_____
Public Transit Passes	_____
Costs of Selling Real Estate (see pg 4) (excluding personal residence)	_____
Moving Expenses	_____
You moved at least 40 km closer for work, school, retirement home, group home, nursing home or study. Study must be at an educational institution providing T2202 for tax purposes.	
Tuition Fees For Yourself	_____
A completed Form T2202 can be claimed by your parent if you sign the T2202 over to them.	

**Day Traders** must include annualized statements of activity with purchase date and price paid on items sold during the year.

**Checklist for Investments**

	Y	N	Comments
Correspondence			
Calendar			
File for each acct.			
Contracts			
Loans			
Agreements			
Bk stmts			

**Self - Employed**

Jan - Dec 2018

**Registered GST** Yes \_\_\_\_\_ No \_\_\_\_\_

GST #. \_\_\_\_\_ RT0001

Filing Frequency: \_\_\_\_\_

**Registered PST** Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes. Please Provide Remittance forms and confirmation of pymt.

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Joint Owner and %: \_\_\_\_\_

**Totals Provided** Yes \_\_\_\_\_ No \_\_\_\_\_

**Income** (from Invoices) \$ \_\_\_\_\_

**Expenses**

Advertising \$ \_\_\_\_\_

Bad Debts \$ \_\_\_\_\_

Licenses, Dues, Fees \$ \_\_\_\_\_

Liability Insurance \$ \_\_\_\_\_

Insurance - Asset Value \$ \_\_\_\_\_

Interest pd on LOC \$ \_\_\_\_\_

Bank Charges on Biz acc. \$ \_\_\_\_\_

Delivery, Freight, Postage \$ \_\_\_\_\_

Meals/Entertainment \_\_\_\_\_

w/staff or clients \$ \_\_\_\_\_

Office Supplies \$ \_\_\_\_\_

Legal & Accounting \$ \_\_\_\_\_

Shop Rent \$ \_\_\_\_\_

Repairs & Maintenance \$ \_\_\_\_\_

Staff Salaries/Payroll \$ \_\_\_\_\_

Sub-Contractors \$ \_\_\_\_\_

Business Supplies \$ \_\_\_\_\_

Materials Resold \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Telephone/Cell \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Internet \$ \_\_\_\_\_

Business Storage \$ \_\_\_\_\_

Inventory Value \$ \_\_\_\_\_

Equipment Purchases (over \$300) \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Asset List**

**Item** purchase date purchase price

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Commissioned Sales**

Please provide a signed T2200 Declaration of Conditions of Employment from your employer for expenses.

T4A Income \$ \_\_\_\_\_

**Allowable Expenses**

Accounting and Legal \$ \_\_\_\_\_

Advertising and Promo \$ \_\_\_\_\_

Meals/Entertainment \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Office Supplies \$ \_\_\_\_\_

Office Rent \$ \_\_\_\_\_

BuH net \$ \_\_\_\_\_

Vehicle net \$ \_\_\_\_\_

Telephone/Cell \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Business Use of Home (BuH)**

**Area of home used for business**

**2018 Annual totals** Total area of home \_\_\_\_\_

Heat \$ \_\_\_\_\_

Hydro \$ \_\_\_\_\_

Water \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Maintenance/Repairs \$ \_\_\_\_\_

Mortgage Interest \$ \_\_\_\_\_

Property Taxes \$ \_\_\_\_\_

Partner Co-Use? Y N \_\_\_\_\_

**Automobile Use**

Year/Make of Vehicle \_\_\_\_\_

Purchase Price \_\_\_\_\_

Year Purchased \_\_\_\_\_

Total Kilometers Driven in 2018 \_\_\_\_\_

Business Or Employment Use % \_\_\_\_\_

**Auto Expenses**

Totals For 2018

Fuel and Oil \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Licensing \$ \_\_\_\_\_

Loan Interest \$ \_\_\_\_\_

Lease Pmts \$ \_\_\_\_\_

Other Expenses \$ \_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

**Rental Property Income & Expenses**

2018

Address: \_\_\_\_\_  
\_\_\_\_\_

Joint Owner: \_\_\_\_\_

Jt. Ownership %: \_\_\_\_\_

Personal Use Percentage: \_\_\_\_\_

Income (Rent Collected) \_\_\_\_\_

Advertising \_\_\_\_\_

Insurance \_\_\_\_\_

Repairs & Maintenance \_\_\_\_\_

Office Supplies \_\_\_\_\_

Legal, Accounting \_\_\_\_\_

Salaries \_\_\_\_\_

Equip. or building Lease \_\_\_\_\_

Travel \_\_\_\_\_

Condo/Strata Fees \_\_\_\_\_

Mortgage Interest \_\_\_\_\_

Property Taxes \_\_\_\_\_

Utilities: Heat \_\_\_\_\_

Hydro \_\_\_\_\_

Water \_\_\_\_\_

Cable \_\_\_\_\_

Pre paid Expenses \_\_\_\_\_

Major Reno's & Purchase : \_\_\_\_\_  
*(please provide receipts)*

\_\_\_\_\_

Use of Vehicle

Log Provided **Y N**

% Use for Rental \_\_\_\_\_

Total Cost of Operation \_\_\_\_\_

**Sale Of Real Estate in 2018**

(Including Personal Residence)

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Joint Owner: \_\_\_\_\_

Jt. Ownership %: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Purchase Price \$ \_\_\_\_\_

Legal Costs On Purchase \$ \_\_\_\_\_

Additions/Improvements \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sale Price \$ \_\_\_\_\_

Sale Date \_\_\_\_\_

Legal costs On Sale \$ \_\_\_\_\_

Commission Paid On Sale \$ \_\_\_\_\_

**Principle Residence**

Purchase or sale of Principle Residence

\_\_\_\_\_ Date mm/dd/yy

Full or partial change in use for property from/to personal, property or business use.

\_\_\_\_\_ Date mm/dd/yy