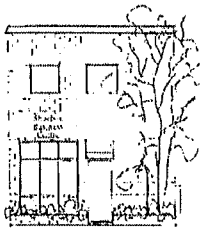


2020 Small Business Tax Checklist



Shoebox Business Centre

Shoebox Bookkeeping Ltd. TM

612 Boleskine Rd Victoria BC V8Z 1E8
 Email: tax@shoebox.bc.ca

Phone: 250-475-3844
 Fax: 250-475-6716

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 2020 return: _____

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

Name	Birthdate	mm/dd/yy	Gender

9. As a single parent do you want the Canada Child 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 2020, 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**

Do you have an active "My Account" with CRA online?

Did you sell your personal residence in 2020 and do you wish to claim the personal residence deduction?
YES Please see page 4 for details
NO

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 2019 NoA.

2020 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	
CRB, CERB & CRCB T4As	

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

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			

2020 Deductions

Official Receipts Required

ITEM	Amount
Tax Installments pd to 2020 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	_____
T1158 Name SIN etc. Split Child and Spousal value	_____
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	_____
Working Opportunity Fund	_____
Office Deduction for work at Home	_____
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.	_____

Self - Employed

Jan - Dec 2020

Registered GST Yes _____ No _____

GST #. 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 _____

2020 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 2020 _____

Business Or Employment Use % _____

Auto Expenses

Totals for 2020

Fuel and Oil \$ _____

Repairs \$ _____

Insurance \$ _____

Licensing \$ _____

Loan Interest \$ _____

Lease Pmts \$ _____

Other Expenses \$ _____

\$ _____

Rental Property Income & Expenses

2020

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 2020

(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