**Checklist for Sole Proprietor T1**

* Prior year tax return with schedules
* Business Income – Expenses
  + Advertising
  + Meals & Entertainment
  + Bad Debt
  + Insurance
  + Interest
  + Business Fees & Licenses
  + Office Expenses
  + Supplies
  + Legal/Accounting
  + Management Fees
  + Rent
  + Repairs & Maintenance
  + Salaries & Wages
  + Property Tax
  + Travel
  + Telephone & Utilities
  + Delivery & Freight
* Vehicle Expense
  + % of KM’s driven for business use (total KM’s for business use/ total KM’s driven in a year)

**OR**

* + Gas/Oil
  + Insurance
  + Repairs & Maintenance
* Asset Purchases – Copies of receipts
* Salaried Employment Expenses - use of home for business T2200 required from employer
  + % of home used for business (business sq footage/ total square footage of home)
  + Heat
  + Electricity
  + Insurance
  + Maintenance
  + Property Taxes
  + Strata Fees
  + Rent
  + Vehicle expenses
* Commissioned Employee: also can claim
* Mortgage interest