

**SELF EMPLOYED YEAR END CHECKLIST**

1. Backup copy of your computerized accounting records. Indicate what software and version you are using and the password if any.
2. Bank statements for the year end the month following.
3. Copy of bank reconciliation at the year end.
4. A listing of Accounts Receivable at the year end; please identify the accounts which may not be collected.
5. Details of investments and securities traded during the year and a list of investments or securities held at the year end.
6. A list of inventory held at the year end with details on quantity held and unit cost.
7. Copies of all invoices for insurance premiums paid (i.e. office, vehicles, life, etc.)
8. Copies of business and property tax invoices paid during the year.
9. Copies of all HST and WSIB invoices paid during the year.
10. Invoices for any new furniture, equipment and vehicles purchased during the year. If any equipment leases were started or bought out during the year, please provide details.
11. Details of all loans, mortgages and finance contracts payable (i.e. balance at year end, interest rate, due date, payment terms, etc.)
12. A listing of accounts payable at the year end. This should indicate what the amounts incurred are for including balances payable to the federal and provincial government for payroll deductions, EHT, HST, and the corresponding statements.
13. Copies on of the Form T4 Summary and T4 Statement of Remuneration Paid and the reconciliation to the accounting records.
14. Copies of the personal tax assessment notice and details of instalments paid during the year.
15. Details of personal funds advanced to the proprietorship or any expenses paid personally on behalf of the proprietorship.
16. Total Kilometers driven for business purposes and total Kilometers driven in the year.
17. A listing of home office expenses (i.e. Mortgage interest, heat, hydro, telephone, etc.) and the percentage used of entire home for business purposes.