

T1 TAX RETURN – SOLE PROPRIETOR
Information Required from Client

Company Name: _____

Tax Year: _____

1. Copy of accounting entries (USB stick, email attachment)
2. Bank reconciliations as at yearend
3. Bank statements for the year and for following month
4. List of Accounts Receivable at Dec 31st – identify any potential bad debt accounts
5. List of Accounts Payable at Dec 31st
6. Copy of T4 Summary as filed and amount of payroll deductions from last month of fiscal year
7. Details on capital asset purchases for CCA
8. Personal Notice of Assessment from the prior year's taxes
9. Most recent federal statement of accounts (if made installment payments)
10. All GST/HST remittance statements for the year
11. Documentation of any debt
12. If deducting Business Use of Home:
 - a. mortgage interest \$ _____
 - b. property taxes/rent \$ _____
 - c. heat \$ _____
 - d. hydro \$ _____
 - e. insurance \$ _____
 - f. phone \$ _____
13. Preliminary Trial Balance, Balance Sheet and Income Statement from accounting program
14. Vehicle information:
 - a. personal/business use KMs _____
 - b. odometer start/finish _____
 - c. expenses:
 - i. gas \$ _____
 - ii. insurance \$ _____
 - iii. repairs \$ _____
 - iv. parking/407ETR \$ _____
 - v. interest or lease amounts \$ _____