



Business Return Checklist for: _____

Tax year: _____

Please fill out a form for each year. New Client Prior client

Did C & V prepare last years Business Return? Yes No (If not, we need a copy of the prior year)

Business Name: _____ Type of Business: _____

Is Income Earned Via Internet? Yes No If Yes, Amount _____ or ____%

Is the Business Incorporated ? Yes No **If YES we cannot do**

Open or Close within the tax Year ? Yes No Date: _____

GST/HST Registered? Yes No ****** If NO, GO TO Section 2**

Date of Registration: _____

GST/HST Included in Income? Yes No N/A *If **YES** we have to break out

GST/HST Included in Expenses? Yes No N/A *If **YES** we have to break out **\$20+tax /15min**

Are we preparing GST/HST Return(s)? Yes No N/A GST/HST Registration # _____ **\$45 + hourly charges / return**

Are you registered to file using HST Quick Method? Yes No Unsure

GST Returns to be filled MONTHLY QUARTERLY ANNUALLY

Section 2: _____

Client Prepared Spreadsheet? Yes No

C & V to Total Receipts @ \$80+tax /hr? Yes No

Cell phone expenses included? Yes No % Use for business: _____

Auto Expenses Included? Yes No Auto Model & Yr _____

Same Vehicle on Last Year Return? Yes No N/A

If New Vehicle Purchased:

Purchase Price: _____

Sale Price or FMV of Old Vehicle: _____

If Business Opened during the Year:

Value of the Vehicle @ start Business _____

KM's used for Business Included? Yes No Business KM's _____
Total KM's _____

***You should have an auto log available including total KM for the year and the KM driven for business related activities should CRA request it. C & V Income Tax Services is not responsible if the amounts on the log differ from what is provided.**

Office In Home Expense Included? Yes No Total Sq Ft _____
Business Sq Ft _____

****You should be able to provide total square footage and the square footage designated solely for work related purposes. If the space is not dedicated, reduce by time of use (hours/day vs days/year used for work related activities).**

OTHER INFORMATION: