

# Accombatax Tax Check-list (Year 2019)

Name:

Contact:

## Self-Employment Income?

### Info.

- The **name and address of your “business”**. If your business doesn't have a formal name, that's perfectly fine. Use your name and address as the business name.
- Your **GST/HST number, partnership number, or business identification number**. If none of these apply to you, no worries. It's not required to file your return.

Income-your “business income”.

Gather all of your <b>invoices, banking info</b> , whatever system you used to keep track of your income.	<input type="checkbox"/>
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### Expenses

Claim your business-related expenses on your tax return.

The most common expenses for self-employed taxpayers include

<b>Advertising</b> – Receipts for business cards, flyers, online marketing, etc.	<input type="checkbox"/>
<b>Vehicle expenses</b> – <b>gas, repairs, maintenance, insurance, lease payments and registration fees</b> may all be deductible if you use your vehicle for self-employment. It's important to have the <b>mileage figures</b> you need on hand as well.	<input type="checkbox"/>
<b>Bank fees</b> are a commonly missed deduction. Remember that every penny counts at tax time! Dig out those bank statements before sitting down to prepare your return.	<input type="checkbox"/>
<b>Office Supplies</b> – <b>Pen, Paper, etc.</b> Tally up your totals for printer paper and ink cartridges too!	<input type="checkbox"/>
<b>Inventory</b> – if you are a direct seller, the cost of your product is a deduction. And don't forget those shipping charges! Review your inventory cost and write down the total for tax time.	<input type="checkbox"/>
<b>Business-use-of-home expenses.</b> If you operate your business out of your home, you may be able to deduct a portion of your household expenses at tax time. This includes a portion of your <b>rent and utilities</b> . Gather your bills and receipts for <b>power, heat, rent, etc.</b>	<input type="checkbox"/>
<b>Cell phone</b> – if you use your phone for business, a portion of that expense can be claimed as well. Have your cell phone bills on hand.	<input type="checkbox"/>