

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. **Bank reconciliation at the year end.**
4. **A listing of Accounts Receivable at the yearend; 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. **Invoices for insurance premiums paid (i.e., office, vehicles, life, etc.).**
8. **Business and property tax invoices paid during the year.**
9. **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 for payroll deductions, EHT, HST, and the corresponding statements.**
13. **Form T4 Summary and T4 Statement of Remuneration Paid and the reconciliation to the accounting records.**
14. **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.**