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Dear Client,

As you have Self Employment Income, we would like to remind you of the information we require from you to complete your T1 Personal Tax Return.

- Your tax return (and partner's) must be filed by June 15 (if June 15 falls on a weekend, your return must be filed by the next business day)
- Should you owe any taxes, these are still due by April 30 (if April 30 falls on a weekend, these are due the next business day)

Please provide us with the following information from January 01 – December 31:

- Any changes in contact information (Email, Phone, Address)
- Credit card and bank account fees
- Sales invoices or documentation for revenue received
- Receipts of invoices paid and costs incurred

In order to be deductible, an expense must meet **at least** the following general requirements:

- It must be made for the purpose of gaining or producing income from the business
- It must not be a personal or living expense
- It must be reasonable in the circumstances

The following are broad examples of allowable expenses. Expenses may have additional parameters and exclusions. Each self employment endeavour is unique, and these examples may not be applicable to your individual circumstance. We encourage you to refer to the [CRA Business Expenses](#) for more extensive information on each expense.

EXPENSE RECEIPTS FOR BUSINESS COSTS INCURRED

- Advertisement (including gifts and promotions)
- Meals and Entertainment (please indicate on the receipt who you met with and why)
- Insurance on equipment and/or machinery
- Liability insurance
- Licenses and membership dues
- Office expenses (small items)
 - Pens
 - Pencils
 - Stationary
 - Stamps
- Professional, legal, and accounting fees (including ours)
- Costs paid to subcontractors/ assistants
- Internet and cell phone expenses
- Training and professional development
- Website and development
- Travel expenses
 - Accommodations
 - Meals
 - Transportation

WORKSPACE IN HOME EXPENSES:

New Rules: No deduction may be claimed for expenses related to the use of any part of a self-contained domestic establishment where the individual resides unless certain conditions are met. Specifically, in order to deduct expenses related to a workspace, the workspace must be:

- The principal place of business of the individual OR
- Used exclusively to earn business income **AND** used on a regular and continuous basis for meeting clients or customers of the individual in respect of the business.

HOME OFFICE

- Square footage of home **and** office space
- Interest paid on mortgage or rent payments
- Property taxes
- Utilities
- Major repairs and maintenance
- Home or tenant insurance

AUTOMOTIVE EXPENSES:

- Mileage log for business use during the year
- Insurance
- License and registration
- Fuel and oil changes
- AMA or other roadside assistance
- Business parking

OTHER ELIGIBLE EXPENSES

- Depreciation on large purchases (please provide purchase price and date)
 - Computers
 - Printers
 - Cell phones
 - Other
- Gifts and promotions (please indicate reason and recipient)

You may have more expenses or different expenses than listed due to your specific line of work. This list is not inclusive of all allowable costs. Please always contact us if you are unsure of a self employment expense.