Business Checklist

□ Bank Statements
□ Corporate Documents
☐ Revenue in the year (copies of invoices
Expenses in the year (through company
cheques, company credit card
statements, cash payments
☐ Travel log to customers
☐ Home office expenses*
☐ HST Statements
Personal Tax Returns (prior three years)
Cell phone/internet costs - split of busi-
ness vs. nersonal use*