



**VERMA**  
**ACCOUNTING**

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## **Self-Employed / Business Income – Document Checklist**

*Documents to prepare before your tax appointment*

### **Income & Expenses**

- Annual sales summary or invoices
- T4 slips (for other income)
- Business expenses:
  - Materials, tools, equipment purchased
  - Contractor or subcontractor payments
  - Employee wages and benefits
  - Vehicle logs, fuel, repairs, insurance
  - Phone, internet, and office rent
  - Advertising, insurance, storage costs
- RRSP, donation, medical, and childcare receipts
- Foreign income (if applicable)

### **If You Trade Investments**

- T5008 (Securities Transactions) for capital gains/losses
- Summary of interest paid to broker or credit line