

### **Self Employed Business/Rental/Air BNB/Taxi (Uber/Uber Eats/Door Dash etc.**

1. Please bring detail of Revenue from all sources (calculate a total amount for each category).
2. Uber/Uber (EATS)/Door Dash/Skip the dishes (Company issues a slip for the year, please bring that slip)
3. Details of all expenses (calculate a total amount for each category).  
**For guidance, please find the list on last page. (Also can be found on our website [eztaxandaccounting.com](http://eztaxandaccounting.com))**
4. Detail of Motor vehicle expenses (calculate total amount of expenses you want to claim)

### **For Motor Vehicle Expenses you need to provide following information**

Make, Model and Year.  
Date of Purchase of vehicle.  
Purchase Price.  
Number of Kilometers travelled in whole year.  
Number of kilometers travelled for the business.  
Detail of Motor Vehicle Expenses (calculate total amount of expenses you want to claim)

5. You need to file a GST return if you are already registered.

### **For Home office expense, you can claim the following:**

Electricity, Heat, Water

Maintenance and minor repair costs

A portion of rent paid for a house or apartment where you live.

### **If you make commission as part of your salary, you can also claim:**

Home insurance, Property taxes

Equipment—such as cell phone, computer, laptop, tablet and/or fax machine—related to your commission income.

### **However, you cannot claim things like:**

Mortgage interest, Principal mortgage payments

Home internet connection fees

Furniture or wall decorations

Capital expenses like replacing windows, flooring, furnace, etc.

**Deadline:**

Deadline to file your tax return and pay your taxes is **April 30, 2024**.

If you're **self-employed** or have a spouse or a common-law partner who is self-employed, the deadline to file your taxes is **June 15, 2024**.

All tax-owing must still be paid by **April 30, 2024**.

**Doing your taxes is easier than you think.**

**EZTax** is always there to help you.

**List of Expenses** (You may add any other expenses if you do not find in the list)

Accounting Fee
Advertising and promotion
Amortization of tangible assets
Business taxes, licenses, and memberships
Computer-related expenses
Credit card charges
Delivery, freight and express
Donations
Employee salaries
Equipment Rentals
Franchise fees
General and administrative expenses
Government fees
Insurance
Interest and bank charges
Legal fees
Meals and entertainment
Management and administration fees
Motor Vehicle Rentals
Occupancy costs-Home Office Expense
Office expenses
Office stationery and supplies
Office utilities
Other repairs and maintenance

Other expenses
Professional fees
Real estate rental
Rentals
Salaries and wages
Supplies
Telephone and telecommunications
Training expense
Travel expenses
Utilities
Vehicle expenses