

ANNUAL HST FILING

What to Bring to Us!

Personal:

(if any of these are available, please bring them – I will need them soon enough)

Any tax slips (T4, T3, T5 etc.)

Medical and donation receipts

Any other receipts that apply to you and your family

Business:

Commission Statements

Quarterly or Annual Tax Worksheets (Lone Wolf Software)

Advertising

Meals and Entertainment

Errors and Omissions (RECO)

Licence costs, business fees such as memberships to boards, subscriptions to print items

Office expenses

Supplies

Accounting costs

Rent

Convention Costs

Travel costs incl hotel and meals

Cell phone

Internet if you don't have an office at KW

Delivery ie Purolator

Professional Development -ie OREA

Purchases of computer, printer, camera, tablet, office furniture, etc.

Auto - gas, maintenance, CAA, 407, parking, sticker and licence, insurance, your purchase document or lease agreement (even if from previous year)

Home office - only if you don't have an office at the brokerage - heat/hydro, water tank rental, home insurance premiums, property taxes, rent, mortgage statement, maintenance costs for your home or your office, condo fees