

GTP TAX SERVICES
BUSINESS CLIENTS

Dear Small Business Client,

In order to better serve you there are a few main items that you should check if you have before we begin your taxes or prior to sending me your tax information via (email, fax, and post). The following are a few basic standard items that you may have that should be used in order to process your taxes thoroughly and effectively. If any of the items are missing from the report we send into the government this would now be considered legal grounds for the government to assess or audit you. Please be sure that if you have any of the following items listed below that you present them to me for processing. Also, place an x or a check mark on the items that you DO have and will be using for this tax year and sign below to confirm. Any items that DO NOT apply to you please leave the box BLANK. Thank you.

- BUSINESS NAME
- BUSINESS ADDRESS
- BUSINESS REGISTRATION NUMBER
- INVOICE OF SALES OR REVENUE
- GST/HST COLLECTED
- SPREADSHEET OR INVOICE OF EXPENSES
 - ADVERTISING
 - MEALS AND ENTERTAINMENT
 - BUSINESS REGISTRATION FEE (NEW BUSINESS OWNER)
 - SUBSCRIPTION FEES
 - OFFICE EXPENSES
 - SUPPLIES
 - OTHER EXPENSES
 - TELEPHONE AND UTILITIES
 - TRAVEL (OUT OF COUNTRY FOR BUSINESS PURPOSE ONLY)
 - LEGAL AND ACCOUNTING FEES
 - WAGES
 - RENT
 - MOTOR VEHICLE EXPENSES
 - TYPE OF CAR DRIVEN
 - MILEAGE
 - GAS
 - INSURANCE
 - MAINTENANCE AND REPAIRS
 - LICENCE AND REGISTRATION FEE
 - OTHER CAR EXPENSES
 - LEASING PAPERS
 - CAPITAL COST ALLOWANCE (THE COST OF THE CAR & WHEN IT WAS PURCHASED)
- HOME BUSINESS EXPENSES
 - HEAT
 - ELECTRICITY
 - INSURANCE
 - MAINTENANCE
 - MORTGAGE INTEREST
 - PROPERTY TAXES
 - WATER

Now that you have found all of the above documents, which apply to you, we can begin to process your taxes!
Please sign to confirm that the items which you have checked off are the items that will be used to process
your taxes for this year. If you have any questions, please contact me before signing.
Thank you for your cooperation and time.

DATE: MM/DD/YYYY

NAME: PRINT AND SIGN