

# Uber, Lift, Rideshare & Taxi Drivers' Tax Return Checklist



## General Information

- ✔ Copy of your previous tax return if you are a new client with us
- ✔ GST/HST number
- ✔ Business address
- ✔ Uber/Lift Slip

## Gross Business Income

- ✔ Your total gross income from the business (net of GST/HST)

## Business Expenses (net of GST/HST)

- ✔ Purchase of materials
- ✔ Advertisement
- ✔ Meal and entertainment
- ✔ Bad debts
- ✔ Insurance (for the business not for your car)
- ✔ Interest
- ✔ Business tax, fees, licenses, dues, and memberships
- ✔ Office expense
- ✔ Office Stationery and Supplies
- ✔ Professional fees



- \*✔ Management and administration fees
- \*✔ Rent
- \*✔ Maintenance and repairs
- \*✔ Salaries, wages, and benefits
- \*✔ Travel expense
- \*✔ Telephone, mobile and utilities
- \*✔ Internet
- \*✔ Delivery, freight, and express
- \*✔ Other expenses

## Car Expenses

- \*✔ The kilometres you drove in the tax year to earn business income
- \*✔ The total kilometres you drove in the tax year
- \*✔ Gas
- \*✔ Interest if you are financing your vehicle
- \*✔ Insurance
- \*✔ License and registration
- \*✔ Maintenance and repairs
- \*✔ Leasing cost if you are leasing your vehicle
- \*✔ Other expenses (please specify)
- \*✔ Business parking fees
- \*✔ Supplementary Business Insurance



## Assets used in your business

- ✔ Car Make and Car Model
- ✔ The vehicle purchase price and the date of purchase if you purchase it
- ✔ Computer
- ✔ Equipment
- ✔ Others



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