

# Broker Deduction Checklist

Ten checks before you claim a business expense

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Work through these ten as you spend, not at year-end.  
A claim is only as good as the record created at the time.

- ☐ **1 Accounts separated**  
Business spending on dedicated cards and accounts.
- ☐ **2 Mileage logged**  
Date, destination, purpose and kilometres, as you drive.
- ☐ **3 Workspace measured**  
Floor plan showing workspace over total finished area.
- ☐ **4 Invoices kept**  
The receipt, not just the card statement.
- ☐ **5 Mixed costs prorated**  
One consistent method for phone and internet.
- ☐ **6 Purchases classified**  
Current expense or capital cost allowance decided.
- ☐ **7 Vehicle limits applied**  
\$34,000 cap, \$11,000 lease, \$0.68 per kilometre.
- ☐ **8 Slips issued**  
T4A on amounts paid to assistants and contractors.
- ☐ **9 Personal claims excluded**  
Nothing on the return you cannot support.
- ☐ **10 Records retained**  
Six years after the tax year, all of it.

## PRO TIP

A mileage log written as you drive supports the claim. One reconstructed from a calendar afterwards rarely does, and the vehicle claim is the first thing checked.

## What happens next

- 1 Ledger reviewed
- 2 Fixed fee quoted
- 3 Claims supported

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