Venue Deduction Checklist

Ten checks before you claim a venue expense

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Work through these before the return is filed.
A deduction without a document is not a deduction.

- [ ] 1 **Current or capital**
  Each cost tested: restores or improves?
- [ ] 2 **CCA classes assigned**
  Class 1, 8, 13, 12 or 50 as applicable.
- [ ] 3 **Half-year rule applied**
  First-year claims reduced accordingly.
- [ ] 4 **Available for use**
  Assets ready to earn income before year-end.
- [ ] 5 **Personal use split**
  Business share documented, not estimated.
- [ ] 6 **Staff classified**
  Employees and contractors correctly separated.
- [ ] 7 **Slips issued**
  T4 and T4A prepared by February 28.
- [ ] 8 **Meals limited**
  50% applied to client entertainment.
- [ ] 9 **ITC invoices checked**
  Vendor GST/HST numbers present on each.
- [ ] 10 **Records retained**
  Six years after the tax year concerned.

PRO TIP

Replacing worn flooring with the same material is a repair. Upgrading the specification is capital. The invoice wording rarely settles it; the scope does.

What happens next

1. Records reviewed
2. Flat fee quoted
3. Return filed

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