
Tax Preparation Tips for Uber Partners

Being your own boss has its advantages. If you're making the jump from employee to owner, like many Uber Partners, your tax situation will also likely change. This handbook can help you understand how this may impact what's required of you at tax time and includes tips to help you report your income and minimize your taxes when using TurboTax.

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What you need to know

Freelancers and independent contractors, like Uber Partners, are free to work when they want, how much they want.

Different than an employee, Uber Partners are likely to file taxes under the self-employed category, per the CRA. This means that in addition to usual income tax forms, you'll also likely be including your income and expenses related to being an Uber Partner.

The main tax forms used to complete your personal income tax return are the T1 General and the Schedule 1. As an independent contractor, you'll also likely need to enter your Uber Partner information on the **Form T2125, Statement of Business or Professional Activities**. Form T2125, is used to report your income and expenses as an independent contractor.

TurboTax Home & Business helps you file your personal and business taxes together, while providing extra guidance through self-employment income and deductions. Let's take a look at what you should gather before starting your return in TurboTax.

Getting Started

To complete your income tax return, you'll need to gather information about your income, expenses, and mileage as an Uber Partner.

Uber Partner Income

The total income you've made as an Uber Partner can be found on your Annual Tax Summary from Uber. Along with your income, your Annual Tax Summary also contains some of your deductible expenses including fees and mileage. Your annual tax summary can be found in your Uber Partner profile by going to partners.uber.com on your computer.

NOT AN OFFICIAL INVOICE OR TAX DOCUMENT

U B E R

Tax summary for the period 2016

Partner Name

Many of the items listed below may be tax deductible. For more information, we recommend that you seek guidance from a qualified tax site or service.

FARE BREAKDOWN	OTHER INCOME BREAKDOWN
Gross Fares (Uber Service Fee included) ¹	Miscellaneous
Split Fare	Referral / Incentives
Tolls	TOTAL
Booking fee	
TOTAL	

VAT BREAKDOWN	OTHER POTENTIAL DEDUCTIONS
This section is only applicable to Partners who have provided Uber with their GST/HST number	Uber Service Fee
	On Trip Mileage

¹Gross fares are calculated as base + time+ distance (this includes the Uber Service Fee).

The information in this summary does not reflect your personal tax situation and is informative only. Nothing in this summary constitutes tax advice nor an employment relationship between UBER and you, neither express nor implied. Please consult your local tax adviser or tax administration for your personal tax obligations

Tax Deductible Expenses

Next, you'll want to gather all of your receipts, bills and statements that you'll be entering which may be eligible as deductible expenses. Common tax deductible expenses for Uber Partners include:

- Fees
- Gas, oil, windshield washer fluid, brake fluid, antifreeze and other maintenance expenses
- Repairs and routine oil changes
- Tires (including the cost of balancing/installation)
- Lease payments
- Car washes/detailing
- Supplies such as pens/paper and water/snacks provided to your passengers
- A portion of cell phone expenses

TurboTax Tips

Deductible expenses can help lower your tax owing, so be sure to claim all of your eligible costs. Please refer to the Canadian Revenue Agency for a more comprehensive overview of deductible expenses for independent contractors.

Mileage

Lastly, you'll need to know a couple of mileage numbers from this tax year.

1. **The total kilometers you drove as an Uber Partner.** A summary of the distance you drove with passengers can be found on your Annual Tax Summary from Uber.
2. **The total kilometers you drove overall.** Starting odometer reading should be from the day you started driving with Uber. If you got a Safety Standard Certificate to start driving with Uber the starting odometer number can be found on this document.

Other Basic Tax Information

In addition to your Uber Partner-related information, you'll also need to have other basic tax information on hand to get your return started with TurboTax:

- Your Social Insurance Number
- Your date of birth
- Gather up your slips/T-slips, receipts, and any other tax documents pertaining to your taxes and keep them handy.

TurboTax Tips

Don't worry if you don't have them all yet, you can still get started. We'll ask you easy-to-answer questions in plain English and fill in all the right tax forms for you. It's now time to start preparing your tax return with TurboTax.

Preparing your Income Tax Return

Using TurboTax Home and Business will take the guesswork out of your taxes. TurboTax translates taxes into simple questions about your life, so you don't need tax knowledge - or an appointment - to get your taxes done right. TurboTax guides through your return step-by-step. And with the Business Expert Interview, entering your self-employment information is a breeze.

As an Uber Partner, you can **Save 20% on TurboTax Home & Business**. Prepare your tax return for free and pay when you're ready to file. No voucher code required.

To get started, visit www.turbotax.ca/uber.

Filing your Tax Return

Once you've entered all of your information into TurboTax Home & Business, you'll know if you have tax owing or are entitled to a refund.

Generally, your return for 2016 has to be filed on or before April 30, 2017. As an independent contractor, your return for Tax Year 2016 has to be filed on or before June 15, 2017. However, if you have a balance owing for Tax Year 2016, you have to pay it on or before April 30, 2017. Please be sure consult with the CRA regarding tax deadline dates as they are subject to change.

With TurboTax, it's easy to file through NETFILE. NETFILE is an electronic tax-filing service that allows you to send your individual income tax return directly to the CRA. All TurboTax software products are NETFILE certified. To learn more about NETFILE please visit www.netfile.gc.ca.

TurboTax Tips

If you're new to Canada or it's your first time filing an income tax return, you may have to send your return by mail. TurboTax Home & Business has you covered. Simply print out your return, sign/date where needed and remit the signed return to your Canada Revenue Agency tax center.

Where to get TurboTax Support

We're here to help you - get answers to your questions through AnswerXchange. We've got answers from TurboTax experts and customers like you to help you get your taxes done right.

<https://turbotax.community.intuit.ca/tax-help>

Frequently Asked Questions

Q: Who can I talk to if I have questions about my individual tax obligations?

A: Uber Partners, like all Canadians are encouraged to consult with professional advisors or the CRA for tax advice or specific questions regarding Canadian tax laws and regulations. Uber experts at the Greenlight Hubs are not qualified to help with tax questions

Q: Will I have to pay tax?

A: Everyone's tax situation is unique and there are many factors that determine whether or not you'll receive a refund or have a balance owing to the CRA. TurboTax can help guide you step by step through your taxes and help you find every tax deduction you deserve. As you enter deductions into TurboTax, you'll instantly see their impact on your refund or tax owed. No surprises, no waiting until you're done. It's real-time information on the status of your refund.

Q: Do I need a T4?

A: As an independent contractor, Form T2125 is used to report your income and expenses as an independent contractor. If you received other employment income, you may receive a T4 from those employers.

Q: Do I have to register for a GST/HST account?

A: As an Uber Partner, if you live in a province/territory other than Quebec, your requirement to register for a GST/HST account depends on how much you earn from self-employment.

If you earn over \$30,000 in gross income in a calendar year through self-employment, then you likely must register for a GST/HST account with the CRA. "Gross income" means all of the fares you earn from riders, including booking fees, city fees and airport fees, without deducting any expenses like the service fee you pay to Uber.

People who earn less than \$30,000 a year from self-employment are called "small suppliers". Small suppliers get a break from tax and paperwork because they don't have to register for GST/HST accounts.

Q: How do I register for a GST/HST Account?

A: There are currently three ways to register - you can do it online, by telephone or via mail/fax. More details from the CRA can be found by visiting www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rgstrng/menu-eng.html



www.turbotax.ca/uber



1. If you get a larger refund or smaller tax due from another tax preparation method, we'll refund the TurboTax purchase price. Claims must be submitted within sixty (60) days of your TurboTax filing date, no later than 5/31/17 (TurboTax Home & Business and TurboTax 20 no later than 7/15/17). Audit Defence and fee-based support services are excluded. This guarantee cannot be combined with the TurboTax Satisfaction (Easy) Guarantee.
2. If you pay a penalty or interest because of a TurboTax calculation error, we will reimburse the penalty and interest. Does not include calculation errors due to errors in CRA tables.
3. If not 100% satisfied, return within 60 days to Intuit Canada with a dated receipt for a full refund. Excludes return postage.