

CORPORATE TAX CHECKLIST

In order to help you assemble the information required for preparation of your financial statements and income tax returns, be sure to keep this checklist handy. The checklist should be completed and returned to us together with the information and documentation required.

BUSINESS INFORMATION

Legal Name: _____

Operating Name: _____

CRA Business #: _____

Jurisdiction of Incorporation: _____

Ontario Corporation #: _____

Date of Incorporation: _____

Business Address: _____

Mailing Address (If different): _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Signing Officer Name: _____

Signing Officer Address: _____

Signing Officer Telephone: _____

Signing Officer Email: _____

MAJOR BUSINESS ACTIVITIES

Activity 1: _____

Activity 2: _____

Has the major business activity changed since the last return was filed:

- YES
- NO

REPRESENTATIVES

Lawyer: _____

Lawyer Address: _____

Previous Accountant: _____

Previous Accountant Address: _____

FILING INFORMATION

Fiscal Year-End: _____

HST Year-End: _____

HST Filing Frequency: _____

Payroll Filing Frequency: _____

SHAREHOLDER INFORMATION

Name: _____

Title: _____

SIN# _____

Name: _____

Title: _____

SIN# _____

Name: _____

Title: _____

SIN# _____

Name: _____

Title: _____

SIN# _____

FINANCIAL INFORMATION CHECKLIST

- _____ Back-up of Bookkeeping Software (if applicable)
- _____ Balance Sheet
- _____ Income Statement
- _____ Listing of aged receivables/payables
- _____ Bank Statements/cancelled cheques/deposit books
- _____ Bank Reconciliations
- _____ HST/WSIB remittance forms
- _____ All assessment notices from the Federal/Provincial governments
- _____ Listing of any assets purchased during the year with documentation
- _____ Payroll information
- _____ Full details and information regarding any shareholder transactions with the corporation
- _____ Details and information regarding any change in share ownership during the year
- _____ Loan statements at year-end and information detailing loan arrangements
- _____ Information regarding any and all leases
- _____ Corporate credit card statements for the year
- _____ Expenses receipts/invoices/vouchers

For new clients, please provide us with a copy of your Articles of Incorporation along with any relevant documentation concerning corporate shares/shareholder or personal loans/etc.

If you have any questions concerning any of the information or documentation required to complete your year-end filing requirements, please contact us.