

# Small Business Checklist

The documents required to prepare your Small Business Tax Return depend on whether or not your small business is incorporated.

If your small business is not incorporated, you must report your business income and expenses on a **separate schedule** as part of your **T1 Personal Tax Return\***.

If your small business is incorporated, you have a corporation and must file a **T2 Corporate Tax Return**. This is separate from your **T1 Personal Tax Return\*** which you must also file.

## Self-Employed Tax Return

Include the following:

- Income and expense summary for the current filing year
- Income and expense summary for the last year you filed
- Last year's tax return (or last year filed) including but not limited to:
  - Capital Cost Allowance Schedule
  - Business-use-of-home expenses
  - Motor Vehicle Expenses
- Any correspondence & documents received from the CRA or provincial government, including (but not limited to):
  - Notice of Assessment or Notice of Reassessment for last two years of tax return filing, GST/HST/ or QST/PST Sales Tax Account, and Payroll Tax Account
  - Workers Compensation Board
- A copy of **all instalments** made for income tax, GST/HST, QST/PST, and payroll. Include the type, the amount and the date paid
- Copies of GST/HST or QST/PST forms filed during the filing year and the last year filed, as well as forms received but not filed
- Copy of all NETFILE confirmations
- T4 and T5 slips and summaries, including:
  - Statement of source deductions** made during the last year you filed and any received during the current filing year
  - Calculations of source deductions** and net pay for each employee in the filing year (if you have employees)
  - Taxable benefits** paid to or on behalf of employees in the filing year (if you have employees)

Also, include the following

**Bookkeeping and Accounting documents:**

- Copies of all **bank and credit card account statements** for the month before and after your year-end
- Bank and credit card reconciliations:** List of all payments received and cheques written prior to year-end that had not cleared the bank
- Accounts Receivable:** List of outstanding customer/client amounts owed to you at year end (include amounts you do not expect to collect)
- Accounts Payable:** Outstanding amounts you owe to your suppliers and vendors at your year-end
- Inventory count:** List of all unsold goods including counts and costs of all items on hand
- A detailed **Asset Listing** of all assets acquired since the business' inception, including date of purchase and original cost
- Invoices for all **capital assets** purchased or sold in the current filing year. *A capital asset is anything that you purchased that lasted more than one year (e.g. computers, printers, furniture, etc.)*
- Copies of any **loan documents or lease agreements** in place during the current filing year
- Copy of any **electronic bookkeeping or accounting files** (e.g. *Simply Accounting, QuickBooks, Quicken, Excel*). Please be sure to bring any login and password(s) required to access the file(s)

## T2 Corporate Tax Return (Last Fiscal Year)

All of the above in the Self-Employed Tax Return checklist, plus the following:

- Financial Statements** for the current fiscal year and prior fiscal year (if applicable)
- Copy of prior year's **T2 Corporate Return** (if applicable)
- Copy of **Certificate of Incorporation:** Certificate that you received when your company was incorporated.
- Copy of your **Shareholders or Central Securities Register:** *Listing of all of the existing shareholders of all classes of shares and any changes to the shareholders over time.*
- Copy of the Corporation's most recently filed **Annual Report:** *It lists changes to officers and directors and contains any shareholder or directors annual resolutions.*
- All forms, slips and other documents** required to complete your current fiscal year return aside from the summary of income and expenses above