

Corporation Tax Preparation Checklist

--- Corporation Information ---

Corporation year-end bank account balance_____

If this is the first year of corporation tax filing, please provide

Corporation name_____

Corporation main product or service____

Corporation number_____

Shareholder's name and percentage of

Incorporation date_____

share_____

Corporation address_____

Director or President's Name and Phone

Corporation business number_____

Number_____

If this corporation filed tax before, please provide

Previous Corporation tax return

--- Corporation Income ---

Gross Corporation income (net of GST/HST)_____

--- Corporation Expenses --- (net of GST/HST)

Advertising and promotion_____

Rental_____

Business Insurance_____

Salaries and wages (attach T4)

Licenses and membership_____

Shipping and warehouse expense____

Credit card charges_____

Subcontracts_____

Franchise fees_____

Supplies_____

General and administrative expenses_____

Telephone_____

Home office expenses_____

Training_____

Interest and bank charges_____

Travel expenses_____

Internet_____

Vehicle expenses (kilometres drove to earn

Meal and entertainment_____

business income)_____

Professional fees_____

Other expenses_____

Purchase of materials_____

--- Dividend ---

Shareholder's Dividend (attach T5)

--- Account R/P ---



**Haines Accounting
Services**

Haines Accounting Services Ltd.
4170 STILL CREEK DRIVE BURNABY, BC
<http://www.hainesaccounting.ca>
info@hainesaccounting.ca

Accounts receivable_____

Accounts payable_____

--- Cost of Corporation Capital Assets ---

Equipment_____

Other_____



Haines Accounting Services Ltd.
4170 STILL CREEK DRIVE BURNABY, BC
<http://www.hainesaccounting.ca>
info@hainesaccounting.ca

Important Notes

- Please send your incorporation documents to us for speedy processing.
- Authorize a representative is a CRA service that allows your accountant to get access to all your corporate accounts with the CRA. It allows us to serve you better. Our REP ID 7CN8P62 and Representative name is Kunal Dhiman.