



Business & Corporation Checklist

Type of Business: Corporation Sole Proprietor

Legal name of business _____

Nature of Business/ Major Business Activities: _____

Year End: _____

Business Number: _____

Alberta Corporate Access Number: _____

Address: _____

Contact Person 1: _____

SIN: _____

Phone: _____

Email: _____

Is this person a shareholder/ director? Y N

Is this person a Canadian citizen? Y N

If a citizen of any other country, which one, and what is your Canadian residency status?

Contact Person 2: _____

SIN: _____

Phone: _____

Email: _____

Is this person a shareholder/ director? Y N

Is this person a Canadian citizen? Y N

If a citizen of any other country, which one, and what is your Canadian residency status?



Business & Corporation Checklist (continued)

GST Registered with CRA? Y N

If yes, filing frequency? Monthly Quarterly Annually

Payroll Registered with CRA? Y N

List of duties you would like Babble Tax to perform (check all that apply):

- Bookkeeping
- Preparation of Corporate Tax Return and Financial Statements
- GST Filing
- Payroll Filing
- T4's for employees
- T5s for shareholders
- T4As or T5018s for subcontracts
- Planning for family changes, succession, etc.
- Other (Please describe)
