



Chartered Professional Accountant
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Corporate Income Tax Checklist

The checklist below helps you prepare for your corporate year end. If an item is not applicable indicate N/A.

Initial Items	N/A?
Completed Intake (new client) or Update (returning client) form	
Signed Engagement Letter (in your client portal)	
Completed Financial Statement Questionnaire (if financial statements are requested)	
Third Party Statements	
Bank statements that cross over your year end date (please do not provide excel downloads)	
Credit card statements that gross over your year end date	
Loan or line of credit statements for your fiscal year	
Monthly investment schedules for your entire fiscal year	
Worker’s Compensation Board (WCB) or WorkSafe BC statements	
Bookkeeping Records	
Do you do your own bookkeeping or have a third-party bookkeeper? We will need a backup copy of your completed bookkeeping software (Sage50 / QuickBooks desktop) or access to your QuickBooks Online file.	
If you have prepared your own bookkeeping, please note additional fees will occur for non-standard bookkeeping software (other than Sage or QuickBooks), excel summaries, and non-reconciled bank accounts.	
Other Items	
Cash counts at yearend if you use floats or petty cash drawers	
Confirmation of your accounts receivable or any bad debts that need to be written off	
Inventory count records at year end (item description, cost per item, total items)	
Prepaid or lump-sum expense payments such as insurance or licenses (one payment made for the entire year)	
Asset/equipment receipts for items costing more than \$500 each	
Vehicle mileage logbook reports (or kilometers driven for business and in total for the year)	
Home office expenses (utilities, home insurance, property taxes, mortgage interest)	
Personal cell phone costs and the percentage that is business related	
Home internet invoices and the percentage that is business related	

Deadline Reminders:

- Your tax payment deadline is 3 months after your year end date
- Your corporate tax return filing deadline is 6 months after your year end date
- Please provide us your year end records five weeks after your year end deadline
- If you also require bookkeeping or expense summarization services, please provide your documents 3 weeks after your year end date.