

Corporation Tax Preparation Checklist

--- Corporation Information ---

☐ Corporation year-end bank account balance_____

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

☐ Corp name_____

☐ Corp main product or service_____

☐ Corp number_____

☐ Shareholder's name and percentage of share_____

☐ Incorporation date_____

☐ Director or President's Name and Phone

☐ Corp address_____

Number_____

☐ Corp business number_____

--- Corporation Income --- (don't include HST)

☐ Gross Corporation income _____

--- Corporation Expenses --- (don't include HST)

☐ Advertising and promotion_____

☐ Salaries and wages (attach T4)

☐ Business Insurance_____

☐ Shipping and warehouse expense_____

☐ Licenses and membership_____

☐ Subcontracts_____

☐ Home office expenses_____

☐ Supplies_____

☐ Interest and bank charges_____

☐ Telephone_____

☐ Internet_____

☐ Training_____

☐ Meal and entertainment_____

☐ Travel expenses_____

☐ Professional fees_____

☐ Vehicle expenses (kilometers drove to earn business income) _____

☐ Purchase of materials_____

☐ Other expenses_____

☐ Rental_____

--- Dividend ---

☐ Shareholder's Dividend (attach T5)

--- Account R/P ---

☐ Accounts receivable_____

☐ Accounts payable_____

--- Cost of Corporation Capital Assets ---

☐ Equipment_____

☐ Others_____