



Atlantic Accounting

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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 share_____

Incorporation date_____

Corporation address_____

Director or President's Name and Phone Number_____

Corporation business number_____

If this corporation filed tax before, please provide

Previous Corporation tax return

--- Corporation Income ---

Gross Corporation income (net of HST)_____

--- Corporation Expenses --- (net of 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 business income)_____

Meal and entertainment_____

Other expenses_____

Professional fees_____

Purchase of materials_____

--- Dividend ---

Shareholder's Dividend (attach T5)

--- Account R/P ---

Accounts receivable_____

Accounts payable_____

--- Cost of Corporation Capital Assets ---

Equipment_____

Others_____