RM FINANCIAL SERVICES

Corporation Tax Prep Checklist

CORPORATE TAX PREPARATION CLIENT CHECKLIST:

PLEASE PROVIDE THE FOLLOWING INFORMATION AND DOCUMENTS TO ASSIST IN PREPARING YOUR CORPORATION'S TAX RETURN (T2).

BASIC COMPANY INFORMATION

- [ ] LEGAL BUSINESS NAME
- [ ] BUSINESS NUMBER (BN)
- [ ] CRA ACCOUNTS (HST/GST, PAYROLL, ETC.)
- [ ] FISCAL YEAR START & END DATE
- [ ] BUSINESS ADDRESS
- [ ] CONTACT INFORMATION (TELEPHONE/EMAIL ADDRESS)
- [ ] PROVIDE LOGIN CREDENTIALS TO ACCESS COMPANY'S QUICKBOOKS ACCOUNT

OWNERSHIP DETAILS & HST/GST INFORMATION

- [ ] SHAREHOLDER'S FULL NAME
- [ ] SHAREHOLDER'S SIN NUMBER
- [ ] PERCENTAGE OF OWNERSHIP FOR EACH SHAREHOLDER
- [ ] CHANGES OF OWNERSHIP (IF ANY DURING THE YEAR)
- [ ] HST/GST REGISTRATION NUMBER
- [ ] COPIES OF ALL FILED HST/GST RETURNS FROM PREVIOUS YEARS

PREVIOUS YEAR'S TAX RETURN & ADDITIONAL DOCUMENTATION REQUIRED

- [ ] LAST YEAR'S T2 RETURN
- [ ] NOTICE OF ASSESSMENT OR REASSESSMENT FROM CRA
- [ ] OTHER CRA CORRESPONDANCE (HST REVIEWS, AUDIT LETTERS, ETC.)
- [ ] COPIES OF INVOICES ISSUED FOR SALES REVENUE
- [ ] RECEIPTS FOR ALL EXPENSES INCURRED
- [ ] BANK STATEMENTS AND CREDIT CARD STATEMENTS EACH MONTH FOR RECONCILIATION

*PLEASE REVIEW THE CHECKLIST CAREFULLY AND PROVIDE ALL APPLICABLE DOCUMENTS. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER ASSISTANCE, PLEASE FEEL FREE TO CONTACT US AT **+1 (519) 574-4358** OR **INFO@RMFINANCIALSERVICES.CA***