

# Clarion Tax Services

clariontax@gmail.com

## Working Papers Checklist for Corporations

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

email address: \_\_\_\_\_

CRA Business Number: \_\_\_\_\_ (nine digit number)

Date of Incorporation: \_\_\_\_\_ (please forward incorporation documents from your jurisdiction).

Type of shares: Common Preferred (circle one)

Shareholders: Name: \_\_\_\_\_ SIN \_\_\_\_\_ Percentage of shares held: \_\_\_\_\_

\_\_\_\_\_ SIN \_\_\_\_\_ Percentage of shares held: \_\_\_\_\_

Have you signed our online consent with CRA? Yes No If not please contact us for the RC59 document to sign. If you have a My Business Account you can consent us with online access, review and update, under our RepID # J28SS72.

Please provide a PDF via email of your previous T2 corporate tax return.

Please provide financial statements for the year(s) we are filing. If you have not compiled these you

can download our Excel template for Revenue and Expenses to use to compile your own data. This is available on this web Resources page at [clariontax.ca](http://clariontax.ca).

Please provide a copy of your last bank and credit card statements for your fiscal year-end.

Please provide any capital purchases over \$500 in a listing with the type of purchase, date and amount paid.

Please provide a listing of all Accounts Receivable and Accounts Payable due at your year-end.

Were any dividends declared: Yes No

Please provide any statements for Payroll, WorkSafe BC, Insurance group plans or any other accounts you may have.