

Corporate Tax Checklist

Corporate Information

- ☐ Corporation Name
- ☐ Corporation Contact Number
- ☐ Incorporation Date
- ☐ Corporation Address
- ☐ Corporation Business Number
- ☐ Corporation Primary Product or Service
- ☐ Shareholder Name(s) & Percentage of Shares
- ☐ Director or President's Name

Accounts

- ☐ Accounts Receivable
- ☐ Accounts Payable

Cost of Corporation Capital Assets

- ☐ Vehicles
- ☐ Equipment
- ☐ Other

Dividends

- ☐ Shareholders Dividend (Attach T5)

Corporation Income

- ☐ Corporation Gross Income (Net of HST)
- ☐ Profit & Loss Statement
- ☐ Balance Sheet
- ☐ Previous Corporation Tax Return

Expenses

- ☐ Advertising & Promotions
- ☐ Insurance
- ☐ Licensing & Membership Fees
- ☐ Office Expenses
- ☐ Computer Related Expenses
- ☐ Bank & Interest Fees
- ☐ Donations
- ☐ Franchise Fees
- ☐ General Administrative Fees
- ☐ Meals & Entertainment
- ☐ Professional Fees
- ☐ Purchase of Materials
- ☐ Rent
- ☐ Salaries & Wages (Attach T4)
- ☐ Subcontracts
- ☐ Supplies
- ☐ Utilities
- ☐ Training
- ☐ Travel
- ☐ Vehicle Expenses
- ☐ Other Expenses