

CORPORATE TAX CHECKLIST

In order to help you assemble the information required for preparation of your financial statements and income tax returns, be sure to keep this checklist handy. The checklist should be completed and returned to us together with the information and documentation required.

Legal Name

Operating Name

CRA Business #

Ontario Business #

Ontario Tax #

Business Address

Mailing Address

Telephone

Fax

Email

Website

www.

Contact Name

Contact Telephone

Contact Email

REPRESENTATIVES

Lawyer

Lawyer Address

Previous Accountant

Previous Accountant Address

FILING INFORMATION

Corporate Year-End

GST Year-End

GST Filing Frequency

GST remittances

PST – Vendor Permit #

PST filing frequency

Payroll Filing Frequency

SHAREHOLDER INFORMATION

Name:	_____	Name:	_____
Title:	_____	Title:	_____
SIN:	_____	SIN:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
SIN:	_____	SIN:	_____

FINANCIAL INFORMATION CHECKLIST:

_____ Bookkeeping Software (if applicable) – Simply Accounting, Quick Books, MYOB, etc.

_____ Balance Sheet

_____ Income Statement

_____ Listing of aged receivables / payables

_____ Bank Statements / cancelled cheques / deposit books

_____ Bank reconciliation(s)

_____ GST / PST / WSIB remittance forms

_____ All assessment notices from the Federal / Provincial governments

_____ Listing of any assets purchased during the year with documentation

_____ Listing of any assets sold during the year with documentation

_____ Payroll information

_____ Full details and information regarding any shareholder transactions with the corporation

_____ Details and information regarding any change in share ownership during the year

_____ Loan statements at year-end and information detailing loan arrangement

_____ Information regarding any and all leases

_____ Corporate credit card statements for the year

_____ Expense receipts / invoices and vouchers

For new clients, please provide us with a copy of your *Articles of Incorporation* along with any relevant documentation concerning corporate shares / shareholder or personal loans / etc.

If you have any questions concerning any of the information or documentation required to complete your year-end filing requirements, please contact us.