

## **CORPORATE INCOME TAX CHECKLIST**

**Due to the COVID-19 Crisis** - We strongly recommend uploading your documents to our secure Client Portal to reduce in-person interactions. If you have not yet registered please contact our office for an invitation.

If you are dropping off or sending a courier, we ask that you call our office to confirm our availability.

### **CORPORATE INFORMATION**

Legal Name: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

Operating Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

CRA Business No.: \_\_\_\_\_

Fiscal Year-End: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

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

Cell: \_\_\_\_\_

### **PREVIOUS ACCOUNTANT INFORMATION**

Name of Firm: \_\_\_\_\_

File Manager: \_\_\_\_\_

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

Email: \_\_\_\_\_

### **INFORMATION & DOCUMENTS REQUIRED**

- Prior year financial statements, corresponding corporate income tax return and working trial balance
- Incorporation Certificate, Notice of Articles and Minute book
- 13 months of bank statements and canceled cheques (fiscal year & one month after the year-end)
- Deposit book for the fiscal year (required only if all deposits made into the bank are not revenue, i.e.: shareholder deposits)
- Invoice book / sales registered
- 13 months of credit card statements and receipts (fiscal year & one month after the year-end)

- Details of payments to a third party, such as a university or affiliated college or institute, to be used for scientific research or experimental development, it is possible that you may claim a SR&ED tax credit when you file your tax return for your professional corporation.
- Receipts / invoices for purchases made by cash and cheque
- Loan statements, lines of credit and mortgages (if used for business loans or purchases)
- Corporate owned Life Insurance Policy, and related Cash Surrender Values
- If you have Investments under your corporation, please provide contact information Name and email address for the Investment  
Account Manager: \_\_\_\_\_ Email: \_\_\_\_\_
- Information regarding all leases, service contracts and agreements
- Documentation of all assets purchased during the year (furniture, equipment, leasehold improvement etc.)
- Listing of any assets sold during the year with documentation
- Any correspondence from Canada Revenue Agency
- T4s and T4 summary / payroll register / WCB payments
- Inventory on hand at the year-end date (if applicable)
- For construction companies: Purchase and sales papers of all transactions made in the year
- If client does own bookkeeping, then provide: Detailed Trial Balance (hard copy and on disk)  
Detailed General Ledger (on disk)
  - Listing of Journal Entries
  - Accounts Receivable Listing (are any receivables uncollectible?)
  - Accounts Payable Listing
  - End of fiscal year Bank Reconciliation