

**CORPORATE TAX CHECK LIST** ver 08.17

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

Client ID # \_\_\_\_\_

 New Client  Existing Client**1. CORPORATE INFORMATION:**Name of the Corporation \_\_\_\_\_ Articles of Incorporation  Attached

Corporation's year end date \_\_\_\_\_ Business Number \_\_\_\_\_ RC0001

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Are books and records kept at above address?  Yes  No (If No, Please provide address where kept)

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Main products/ services provided and the percentage that each product/ service is of Total Revenue:

\_\_\_\_\_ % \_\_\_\_\_ %

\_\_\_\_\_ % \_\_\_\_\_ %

Authorized Signing Officer: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Is the corporation related or associated with any other corporation?  Yes Relationship: \_\_\_\_\_Did the corporation own Foreign Property with a cost of more than \$100,000?  YesDid the corporation have any Controlled/ Non-controlled Foreign Affiliates?  YesDid the corporation enter into any Non-arm's length transactions with non-resident?  Yes**2. SHAREHOLDER INFORMATION:**

First and Last Name:			
SIN #			
Telephone Number:			
Address:			
% and Class of Shares Owned			
Resident of Canada	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**3. TAX INFORMATION:**Corporate T2 Tax Returns for previous 2 years  Attached Financial Statements for previous 2 years  AttachedMost Recent Corporate Tax Notice of Assessment  Attached Tax Instalment Statements for the year  AttachedGST/ HST Returns: Returns Filed in the year by you  Attached HST Return to be filed with Tax Return by us  YesPayroll Records: Monthly Source deduction and statements of account  AttachedDoes the Corporation own Investments?  Yes  No If yes, include Statements and T-Slips  Attached

#### 4. ACCOUNTING INFORMATION:

- Please provide current year's Balance Sheet, Income Statement, Trial Balance and General Ledger  Attached
- Please provide computerized bookkeeping records (QuickBooks, Sage/ Simply Accounting or Excel)  Attached
- Please provide Bank Statements, Credit Card and Line of Credit statements  Attached
- Please provide Bank deposit slips and Bank reconciliation Reports  Attached
- Please provide information regarding any bank loans or financing agreements  Attached
- Provide information for Fixed Assets sold or purchased in the year, include Purchase Agreements  Attached
- Please provide Accounts receivable at year end listing customers and amounts owing  Attached
- Please provide Accounts payable at year end listing vendors and amounts owing  Attached
- Inventory: Include Purchases made during the year and the quantity on hand in dollars at year end  Attached
- Please provide a copy of vehicle travel log for each individual vehicle used in your business  Attached
- Please provide details of expenses if you use a % of your home as your office for the current year  Attached
- Are dividends paid to Shareholders  Yes  No (If yes, please include amounts paid)  Attached
- Are dividends received by the Corporation  Yes  No (If yes, please include amounts)  Attached
- Did Shareholders make any loans to the corporation  Yes  No (If yes, provide information)  Attached
- Did Shareholders receive loans from the corporation  Yes  No (If yes, provide information)  Attached

#### 5. COMMON EXPENSES RELATED TO A COPORATION

- Advertising
- Bad debts
- Interest and Credit Charges
- Memberships and subscriptions
- Supplies
- Rent
- Salaries, wages, and benefits
- Travel, transportation fees, accommodations
- Delivery, freight and express (Courier)
- Meals and entertainment
- Insurance (Business)
- Business tax, fees, licenses, dues
- Office expenses
- Legal, accounting, professional fees
- Maintenance and repairs
- Property taxes
- Telephone and Utilities
- Convention Fees

##### Automobile Expenses:

- Fuel and Oil
- Insurance
- License registration
- Maintenance/ Repairs
- Parking
- 407 ETR

##### Home Expenses:

- Heat
- Electricity
- Insurance
- Maintenance
- Mortgage Interest
- Property taxes