

# CORPORATE TAXES CHECKLIST

## 1. Corporation Information

- Corporation year-end bank account balance
- Corporation year-end credit card balance

## 2. If this is the first year of corporation tax filing, please provide

- Corporation name
- Business number
- Ontario Corporation number (If applicable)
- Incorporation date
- Corporation address
- Corporation main product or service
- Shareholders' name, SIN, and percentage of share
- Director or President's Name and Phone Number

## 3. If this corporation filed tax before, please provide

- Previous corporation tax return

## 4. Corporation Income\*

- Corporation Gross Income (net of HST) - **if your corporation is registered for HST**

## 5. Corporation Expenses (net of HST)\* **if your corporation is registered for HST**

- Advertising and promotion
- Business insurance
- Business taxes, licenses and memberships
- Computer-related expenses
- Credit card charges
- Donations
- Franchise fees
- General and administrative expenses
- Home office expenses
- Interest and bank charges
- Meal and entertainment
- Office expenses
- Professional fees

- Purchase of materials
- Rental
- Salaries and wages(attach T4)
- Shipping and warehouse expense
- Subcontracts
- Supplies
- Telephone
- Training
- Travel expenses
- Vehicle expenses (kilometers drove to earn business income)
- Other expenses

## 6. Dividend

- Shareholders' Dividend (attach T5)

## 7. Account R/P

- Account receivable
- Account payable

## 8. Cost of Corporation Capital Assets

- Equipment
- Others

## 9. Shareholders Contributions/Loans

- Any monies shareholder has loaned to the corporation
- Any loans corporation made to the shareholder

\*If using an accounting software, you may provide a copy of your balance sheet and income statement.