**Corporation Tax Preparation Checklist**

--- Corporation Information ---

Corporation year-end bank account balance\_$42000\_\_\_\_\_\_\_\_\_\_\_

**If this is the first year of corporation tax filing, please provide**

Corporation name\_12345 FED INC\_\_\_\_\_\_\_\_\_\_\_

Corporation number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incorporation date\_\_\_2017/02/01\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporation address\_12 APPLE AVE OTTAWA\_\_\_\_\_

Corporation business number 7854009715 RT001\_\_\_\_\_\_\_\_

Corporation main product or service\_IT CONSULTING\_\_

Shareholder’s name and percentage of share\_\_\_\_MIKE LEE 100%\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director or President’s Name and Phone Number\_MIKE LEE\_\_\_\_

**If this corporation filed tax before, please provide**

Previous Corporation tax return

--- Corporation Income ---

Gross Corporation income (net of HST)\_\_\_\_\_144341.22 INCLUDE HST\_\_\_\_\_\_\_\_\_\_

--- Corporation Expenses --- (net of HST)

Advertising and promotion\_\_\_\_607.43\_\_\_\_\_\_\_\_\_

Business Insurance\_\_55\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licenses and membership\_\_438.88\_\_\_\_\_

Credit card charges\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Franchise fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General and administrative expenses\_\_\_\_\_

Home office expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest and bank charges\_\_\_\_144\_\_\_\_\_

Internet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meal and entertainment\_108.04\_\_\_\_\_\_\_

Professional fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase of materials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental\_\_\_\_\_5439.91\_\_\_\_\_\_\_\_

Salaries and wages (attach T4) $20,000 TO MARY LEE

Shipping and warehouse expense\_\_\_

Subcontracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_704.5\_\_\_\_\_\_\_\_\_\_\_

Training\_\_\_\_3090.31\_\_\_\_\_\_\_\_\_\_

Travel expenses\_\_\_\_\_501.22\_\_\_\_\_\_\_\_

Vehicle expenses (kilometres drove to earn business income ) 6650 KM +2116PARKING\_\_

Other expenses\_\_$20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Dividend ---

Shareholder’s Dividend (attach T5)

--- Account R/P ---

Accounts receivable\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accounts payable\_\_\_\_\_\_\_\_\_\_\_\_

--- Cost of Corporation Capital Assets ---

Equipment\_LAPTOP $1049\_\_\_\_\_\_\_\_ Others\_\_\_\_\_\_\_\_\_\_\_\_