**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\_\_\_\_\_\_\_\_\_\_\_\_