**Corporation Tax Preparation Checklist**

--- Corporation Information ---

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

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

Corporation name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Incorporation date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporation address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Corporation main product or service\_\_\_

Shareholder’s name and percentage of share\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Previous Corporation tax return

--- Corporation Income ---

Gross Corporation income (net of HST)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Advertising and promotion\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Licenses and membership\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

Meal and entertainment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Rental\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salaries and wages (attach T4)

Shipping and warehouse expense\_\_\_

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

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

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle expenses (kilometres drove to earn business income)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Dividend ---

Shareholder’s Dividend (attach T5)

--- Account R/P ---

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

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

--- Cost of Corporation Capital Assets ---

Equipment\_\_\_\_\_\_\_\_\_\_\_ Others\_\_\_\_\_\_\_\_\_\_\_\_