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