

# Corporate Tax Checklist



Corporation Information	
<ol style="list-style-type: none"> <li>1. CRA Business Number</li> <li>2. Fiscal Year-end to file (or year-ends if filing multiple years)</li> <li>3. Current Business Address</li> <li>4. Description of Business Activities</li> </ol>	<ol style="list-style-type: none"> <li>5. Incorporation documents (if new corp.)</li> <li>6. Shareholder information (Names, SINs, % of shares)</li> <li>7. Previous Year T2 Corporate Tax Return (if applicable)</li> </ol>
<p>If we are preparing the bookkeeping, please provide:</p> <ol style="list-style-type: none"> <li>1. Business bank account statements (chequing, savings, credit cards, bank loans) for the fiscal year(s) (in .csv or excel is preferred)</li> <li>2. Detailed E-Transfer history, if you have several e-transfers sent</li> <li>3. Summary of business transactions paid personally (also refer to the Vehicle and Home Office sections for the information required for these deductions)</li> </ol>	
<p>If you are preparing the bookkeeping, please prepare a summary of information requested below, as applicable:</p>	
Business Revenue	
<ol style="list-style-type: none"> <li>1. Total revenue for the tax year <i>If you charge GST, please provide the net revenue and GST collected</i></li> </ol>	
<ol style="list-style-type: none"> <li>2. If there were outstanding invoices at the end of the fiscal year, please provide the amount <i>If you charge GST, please provide the net revenue and GST collected</i></li> </ol>	
<ol style="list-style-type: none"> <li>3. If you received any COVID-19 business related benefits (Alberta Relaunch Grant, CEWS, CEBA, CERS etc.) please provide the amount received</li> </ol>	
Business Expenses	
<p>Please provide the total amount paid for business-related expenses in the tax year for the following, as applicable: <i>If you charge GST, please provide the net expense and GST paid</i></p>	
<ol style="list-style-type: none"> <li>1. Purchases (or costs of goods sold)</li> <li>2. Subcontractors</li> <li>3. Advertising and promotion</li> <li>4. Meals and entertainment</li> <li>5. Business-related insurance</li> <li>6. Business taxes, licenses &amp; fees</li> <li>7. Supplies</li> <li>8. Professional fees (legal and accounting fees)</li> <li>9. Commercial rent (if operate out of home office, see home office section)</li> <li>10. Repairs and maintenance</li> <li>11. Salaries, wages and benefits paid to employees (including employer's contributions)</li> <li>12. Travel</li> <li>13. Telephone (provide % of use for personal)</li> <li>14. Internet (provide % of use for personal)</li> <li>15. Commercial office utilities (if operate out of home office, see home office section)</li> <li>16. Office expenses</li> </ol>	
<p>If there were outstanding payables at the end of the fiscal year, please provide a description of the expense and the amount <i>If you charge GST, please provide the net expense and GST paid</i></p>	

# Corporate Tax Checklist



Vehicle Expenses	
If you use your vehicle in the company name (purchased/registered in corp. name), please provide:	
<ol style="list-style-type: none"> <li>1. <i>Summary of vehicle expenses (fuel, insurance, license and registration, repairs and maintenance, parking, interest on car loan/leasing costs)</i></li> <li>2. <i>If you use this vehicle for personal and business trips, please provide: Total number of KMs driven in the tax year and KMs driven for business-related trips (such as meeting clients, doing jobs, meeting with contractors, getting supplies etc., driving to and from home or the office is not applicable)</i></li> </ol>	
If you use a personal vehicle for business trips, please provide:	
<ol style="list-style-type: none"> <li>1. <i>KMs driven for business-related trips (such as meeting clients, doing jobs, meeting with contractors, getting supplies etc., driving to and from home or the office is not applicable)</i></li> </ol>	
Home Office Expenses	
If you operate out of a home office, please provide:	
<ol style="list-style-type: none"> <li>1. <i>Total square footage of home</i></li> <li>2. <i>Square footage of home office</i></li> </ol>	
As well, please provide totals of vehicle expenses for the year, as applicable:	
<i>If you charge GST, please provide the net expense and GST paid.</i>	
1. <i>Utilities (water, gas, heat etc.)</i>	2. <i>Rent paid</i>
3. <i>Home insurance</i>	4. <i>Property taxes</i>
5. <i>Repairs and maintenance to home office only</i>	6. <i>Mortgage interest paid (not principal)</i>
Business Bank Accounts & Shareholder Drawings	
Please provide the balance of the business bank accounts at the fiscal year-end(s) (chequing, savings, credit cards, bank loans)	
Please provide the shareholder loan drawings for the fiscal year(s)	
Capital Asset Purchases or Disposals	
During the tax year, if there were any purchases of tools, equipment, computers, office furniture, vehicles in corporate name etc. for the business, please provide the amounts paid	
<i>If you charge GST, please provide the net expense and GST paid</i>	
During the tax year, if there were any assets sold/disposed, please provide the proceeds of the sale and original cost of the asset	
<i>If you charge GST, please provide the net expense and GST paid</i>	