



10 Milner Business Court, Suite 300, Scarborough, ON, M1B 3C6

New Client - Corporation Tax Organizer

Note: This Checklist should be completed and returned to us together with the financial information. Ignore lines that are not applicable.

INPUT CELLS

General Information:

Client Name:

Corporation Name:

CRA Business Number:

Major Business Activity:

Date of Incorporation: (YYYY/MM/DD)

Corporation's Year End Date: (YYYY/MM/DD)

Corporation Head Office Address:

Telephone:

Director's Information:

Director 1 Name: Telephone:

Address:

Director 2 Name: Telephone:

Address:

Director 3 Name: Telephone:

Address:

Shareholder's Information:

Shareholder 1 Name:	<input type="text"/>	SIN (If Individual):	<input type="text"/>		
BN (If Corporation):	<input type="text"/>	Shares Owned(%)	<input type="text"/>	Classes of Shares Owned	<input type="text"/>
Shareholder 2 Name:	<input type="text"/>	SIN (If Individual):	<input type="text"/>		
BN (If Corporation):	<input type="text"/>	Shares Owned(%)	<input type="text"/>	Classes of Shares Owned	<input type="text"/>
Shareholder 3 Name:	<input type="text"/>	SIN (If Individual):	<input type="text"/>		
BN (If Corporation):	<input type="text"/>	Shares Owned(%)	<input type="text"/>	Classes of Shares Owned	<input type="text"/>

Incorporation Documents:

Please provide a copy of:

- Certificate and Articles of Incorporation
- Master business license (MBL) if issued
- Ontario Corporation number if a federal corporation
- Copy of Form 1
- Business Number Notice from CRA

Prior Year Accounting and Tax records :

Please provide a copy of:

- Corporation tax return (T2)
- HST Return / Statements
- Notice of Assessment / Reassessment
- Financial statements and journals / ledgers
- Payroll records (T4s, T4As, T5)

Current Year Accounting documents and information:

Please organize your documents using following categories. Ignore those not applicable to you.

General:

- Monthly bank statements for the entire year & month after year end (In both excel (CSV) & pdf format)
- Monthly credit card statements for the entire year & month after year end (In both excel(CSV) & pdf format)
- Loans / Line of Credit details and Bank Statements
- Corporation Income tax Installment Amounts

Revenue / Sales:

- Invoices / Sales Receipts

Expenses:

- Receipts and invoices of all expenses incurred during the year

Sample lists of expenses:

- Advertising - general, donations
- Bank Charges
- Computers - internet, software, computer related
- Delivery, freight and express
- Dues and subscriptions
- Equipment rental
- Employee benefits
- Franchise fees
- General and administrative expenses
- Gifts
- Government or license fees
- Insurance - business, commercial, liability
- Interest charges
- Janitorial expenses
- Meals and entertainment
- Management fees

Business Location Expenses

- Rent (Commercial)
- Rent (House / Apartment)
- Condo fees (Commercial / Residential)
- Insurance (Commercial / Residential)
- Junk Removal
- Maintenance and repairs
- Mortgage Interest
- Property taxes
- Security / Alarm systems
- Utilities - Gas, Hydro, Water

Purchase of Assets:

- Details of New fixed Assets (Purchase / Lease) - Equipment, Computers, Machines. Furniture & Fixtures, Leasehold Improvements
- Details of Fixed Assets Sold

- Memberships
- Meetings, conventions, conferences
- Office expenses
- Purchases / Cost of Materials
- Professional fees - accounting, legal and consulting
- Promotion and marketing
- Repairs and maintenance - equipment, building
- Salaries and wages
- Storage, warehouse expense
- Subcontracts
- Supplies, general tools
- Telephone - landlines, cell phone
- Training expense - tuition, PD courses
- Travel - airfare, accommodation
- Transit - public, taxi, Uber etc.
- Other expenses

Car Vehicle Expenses:

- 407 Toll
- Auto allowance
- CAA membership
- Car rental
- Car Insurance
- Fuel
- Interest charges on Car loan
- Lease payments
- License and plate registration charges
- Parking
- Repairs, maintenance, car washes