

CORPORATE TAX CHECKLIST

COMPANY NAME: _____

YEAR END DATE: _____

Please follow this checklist to assist us in the year end preparation of your financial statements and corporate tax return. Please note: All items may not apply or we may already have the information if we do your bookkeeping.

NEW CLIENTS ONLY

- Articles of incorporation
 - Prior year financial statements and corporate tax return
 - Related corporation information
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- Copy of accounting records (USB; secure email though e-courier)
 - Bank statements/reconciliations for all months (incl. month following year end)
 - Credit card statements/reconciliations for all months (incl. month following year end)
 - Accounts receivable listing including amounts that are deemed uncollectible
 - Accounts payable listing including amounts tht are deemed non-payable
 - Inventory or work in process balance at the year end date
 - GST/HST remittances for the year
 - All CRA notices of assessment for Corporate taxes, HST, payroll, etc.
 - Other