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## 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 main product or service\_\_\_\_

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

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

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

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

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

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

Rental\_\_\_\_\_

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

Salaries and wages (attach T4)

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

Shipping and warehouse expense\_\_\_\_

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

Subcontracts\_\_\_\_\_

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

Supplies\_\_\_\_\_

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

Telephone\_\_\_\_\_

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

Training\_\_\_\_\_

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

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

Internet\_\_\_\_\_

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

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

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

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

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

### --- Dividend ---

Shareholder's Dividend (attach T5)

### --- Account R/P ---

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

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

### --- Cost of Corporation Capital Assets ---

Equipment\_\_\_\_\_

Others\_\_\_\_\_