

Corporate Income Tax Checklist

Legal name _____
Operating name _____
Address _____
Contact name _____ Telephone _____
Cell _____ Email _____
Fax _____ Fiscal year-end _____
Business #. _____ Nature of business _____

Previous Accountant Contact Information:

Firm Name _____ File Manager _____
Telephone _____ Email _____

TAX INFORMATION REQUIRED

- Prior year financial statements, corresponding corporate income tax return and working trial balance
- Incorporation Certificate, Notice of Articles and Minute book
- 13 months of bank statements and canceled cheques (fiscal year & one month after the year-end)
- Deposit book for the fiscal year (required only if all deposits made into the bank are not revenue, i.e.: shareholder deposits)
- Invoice book / sales registered
- 13 months of credit card statements and receipts (fiscal year & one month after the year-end)
- Details of payments to a third party, such as a university or affiliated college or institute, to be used for scientific research or experimental development, it is possible that you may claim a SR&ED tax credit when you file your tax return for your professional corporation.
- Receipts / invoices for purchases made by cash and cheque
- Loan statements, lines of credit and mortgages (if used for business loans or purchases)
- Corporate owned Life Insurance Policy, and related Cash Surrender Values
- If you have Investments under your corporation, please provide contact information Name and email address for the Investment

Account Manager: _____ Email: _____

- Information regarding all leases, service contracts and agreements
- Documentation of all assets purchased during the year (furniture, equipment, leasehold improvement etc.)

- Listing of any assets sold during the year with documentation
- Any correspondence from Canada Revenue Agency
- T4s and T4 summary / payroll register / WCB payments
- Inventory on hand at the year-end date (if applicable)
- For construction companies: Purchase and sales papers of all transactions made in the year
- If client does own bookkeeping, then provide: Detailed Trial Balance (hard copy and on disk)
Detailed General Ledger (on disk)
 - Listing of Journal Entries
 - Accounts Receivable Listing (are any receivables uncollectable?)
 - Accounts Payable Listing
 - End of fiscal year Bank Reconciliation

Due to the COVID-19 Crisis

- **We strongly recommend uploading your documents to our secure Client Portal to reduce in-person interactions. If you have not yet registered please contact our office for an invitation.**
- **If you are dropping off or sending a courier, we ask that you call our office to confirm our availability.**

2280 Walkley Road, Suite 212
Ottawa, Ontario K1G 6B1
Tel: 613-736-5363
Fax: 613-736-5381
www.houleandassociates.ca
info@houleandassociates.ca