



211 Consumers Road
Suite 203
Toronto, ON M2J 4G8
Tel: 416-444-8747
www.williamsonaccounting.ca
info@williamsonaccounting.ca

CORPORATE TAX CHECKLIST

To help you organize the information needed to prepare your financial statement and corporate income tax return, please keep this checklist handy. Once completed return it to us with the required supporting documents.

CONTACT INFORMATION

Name: _____

Address: _____ Apt. or Unit No. _____

City: _____ Prov: _____ Postal Code: _____

Phone No. _____ Fax: _____ Email: _____

CORPORATE INFORMATION

Legal Name: _____

Operating Name: _____

CRA Business # _____

Ontario Corporation # _____

Ontario Tax Account # _____

Business Address: _____

Mailing Address: _____
(If different than business address)

Phone No. _____ Fax: _____ Email: _____

FILING INFORMATION

Corporate Year-End: _____

GST Filing Frequency: _____

PST Filing Frequency: _____

Payroll Filing Frequency: _____

SHAREHOLDER INFORMATION

Name: _____ Title: _____ % of ownership: _____

Name: _____ Title: _____ % of ownership: _____

Name: _____ Title: _____ % of ownership: _____

FINANCIAL INFORMATION CHECKLIST

If you are new with our firm, a copy of your most recently filed corporate income tax return, including all schedules

Notice of assessments for the last year filed from federal and provincial governments, including statement of accounts

Summary of your current year's income tax installments (prepayments) made to C.R.A for the fiscal year

Copies of GST returns filed over the past year

Copy of T4 summary filed for the most recent calendar year

Most recent "Monthly Employer Remittance" statement (RP account), which shows the total remittance-to-date made by your company for the current calendar year

Provide accountants copy if you use any of the following bookkeeping Software (if applicable)
- QuickBooks, Simply Accounting, etc.

From your software program, print hardcopy and provide preliminary "**balance sheet**" as at your company's fiscal year end; "**profit and loss**" statement for your company's fiscal year; and "**trial balance**" as at your company's fiscal year end

Reconciled Bank Statements for the last month of your company's fiscal year (comparing bank's statement balance with the figure on your preliminary year end "balance sheet")

Listing of aged receivables/payables

Inventory for resale as at year end, if applicable (reasonable estimate at cost is acceptable)

Listing of any assets purchased and/or any assets sold during fiscal year

Copy of corporate credit card statements for the year

Listing of loans payable

A copy of lease or loan agreement for large purchases is helpful

Details of shareholder transactions with the company during the fiscal year

Details of share ownership changes during the year

Note items with a personal benefit component, that have been booked in the preliminary statements that may have to be adjusted... auto expenses, homebased expenses and promotional items

Details of expenses that have not been booked in the preliminary statements that have been paid for personally but have a business expense deduction portion

To assist in overall tax planning- Estimate of taxable income of you and your spouse outside of the company for 1) current calendar year 2) the next calendar year; any significant RRSP contribution, Tuition fees, Childcare expenses, etc. for the current or next calendar year

For new clients, please provide us a copy of your **articles of incorporation**.

Please contact us if you have any questions regarding any of the checklist items and documentation required to complete your year- end file.