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## 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, your 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

\_\_\_\_\_ Your summary of current year's income tax installments (prepayments) made to C.R.A for the fiscal year

\_\_\_\_\_ Copies of GST returns that you've 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 Statement for the last month of your company's fiscal year (comparing banks 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 regarding changes in share ownership during year
- \_\_\_\_\_ Note items with a personal benefit component, that have been booked in the preliminary statements that may have to be adjusted... auto expenses, home based expenses and promotional items
- \_\_\_\_\_ Detailed 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, Child care expenses, etc. for the current or next calendar year

For new clients, please provide us with 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.