

CORPORATE TAX RETURN

Here is the list of items I usually ask for to prepare a corporate tax return.

- 1 First and last pages of the registration documents (Articles of Incorporation)
- 2 Full address, telephone number for corporation and owners
- 3 Business Number (GST number) _____
Ontario Corp. Tax Account Number _____
Ontario Corporation Number _____
- 4 Shareholders Names _____
Social Insurance Numbers _____
% of shares owned & type _____
- 5 Incorporation Date _____
Corp. Year End _____
- 6 Bank statements, cancelled cheques
- 7 All sales invoices
- 8 All purchase invoices
- 9 All other bills & any significant contracts
- 10 All GST, PST, Payroll, WSIB, etc.. reports filed during the tax year
- 11 List of all personal bank deposits
- 12 List of equipment purchased and/or sold