

# Corporate Tax Checklist

The following is a general checklist of possible items required to complete your year-end engagement.

First Name

Last Name

Phone number

Email address

What is the corporation's year-end date?

Day

Month

Are your corporate tax return filings up to date?

☐ Yes ☐ No

## 1 Bank

- ☐ Year-end bank statements for all corporate accounts
- ☐ Year-end petty cash balance, if applicable

## 2 Accounts Receivable

- ☐ List of accounts receivable at the year-end
- ☐ Balance for allowance for doubtful accounts, if applicable

## 3 Investments

- ☐ All income T slips received during the fiscal year
- ☐ Statements and summaries for all periods during the fiscal year
- ☐ Management fees paid during the fiscal year
- ☐ Foreign asset report, if applicable

#### 4 Property, Plant, and Equipment

- ☐ Invoices for assets purchased, disposed of, or traded during the fiscal year

#### 5 Accounts Payable

- ☐ List of accounts payable at year-end
- ☐ Year-end statements for all corporate credit cards

#### 6 Loans and Leases

- ☐ Year-end loan statements
- ☐ Loan and lease agreements for any new loans or leases

#### 7 Shareholder Loan

- ☐ Details of any personally paid expenses not in the bookkeeping
- ☐ Total kilometers personal vehicles were driven for business purposes

Office in home expenses for the fiscal year

- ☐ Mortgage interest
- ☐ Insurance
- ☐ Property tax
- ☐ Utilities

Other, please specify

## 8 Compensation Planning

Estimates of all personal income and deductions from sources other than the corporation

- ☐ Other employment income
- ☐ Interest income
- ☐ Rental income
- ☐ RRSP withdrawals
- ☐ RRSP contributions
- ☐ Childcare expenses
- ☐ Other, please specify

## 9 Additional information