LDA TAX SERVICES

Corporation Tax Checklist

Please provide the following information and documents for your corporation. **If you are unsure whether something is required, send it to us and we will review it.**

🏢 CORPORATE INFORMATION

☐ Legal corporate name
☐ Business Number (BN)
☐ Corporation tax account number (RC)
☐ Fiscal year-end
☐ Articles of Incorporation / corporate information, if new client
☐ Previous year's corporate tax return
☐ Previous year's Notice of Assessment
☐ CRA correspondence or reassessments

💰 CORPORATE

☐ Total sales/revenue
☐ Other business income
☐ Investment income
☐ Interest income
☐ Dividends received
☐ Rental income, if applicable
☐ GST/HST information

💳 CORPORATE EXPENSES

☐ Advertising & promotion
☐ Accounting & legal fees
☐ Bank charges & interest
☐ Business insurance
☐ Office expenses & supplies
☐ Telephone & internet
☐ Rent / lease expenses
☐ Repairs & maintenance

☐ Professional fees
☐ Travel & accommodation
☐ Meals & entertainment
☐ Vehicle expenses
☐ Computer & software expenses
☐ Salaries & wages
☐ Employee benefits
☐ Other business expenses

👥 PAYROLL & SHAREHOLDERS

☐ Payroll records
☐ T4/T4 Summary
☐ T4A information, if applicable
☐ Payroll remittances
☐ Shareholder salaries
☐ Shareholder dividends
☐ Dividend slips (T5), if applicable
☐ Shareholder loans / advances
☐ Personal expenses paid by the corporation

🏦 BANKING & FINANCING

☐ Business bank statements
☐ Business credit card statements
☐ Loans and lines of credit
☐ Loan statements
☐ Interest paid
☐ New financing obtained during the year

📦 ASSETS & INVENTORY

☐ Year-end inventory
☐ Equipment purchased
☐ Equipment sold/disposed of
☐ Vehicles purchased or sold
☐ Computer equipment
☐ Other major asset purchases

📜 GST/HST & OTHER GOVERNMENT ACCOUNTS

☐ GST/HST returns
☐ GST/HST collected
☐ GST/HST paid
☐ CRA account information
☐ Payroll account information
☐ WSIB information, if applicable

📊 YEAR-END INFORMATION

Please provide, where applicable:

☐ Accounts receivable
☐ Accounts payable
☐ Inventory
☐ Loans payable
☐ Shareholder loans
☐ Capital asset purchases/sales
☐ Prepaid expenses
☐ Accrued expenses
☐ Any unusual or one-time transactions

⚠️ PLEASE TELL US IF:

☐ The corporation purchased or sold a business
☐ Shares were issued or transferred
☐ A shareholder changed
☐ Dividends were declared or paid
☐ A shareholder loan was made or repaid
☐ The corporation purchased or sold real estate
☐ The corporation purchased or sold investments
☐ The corporation became inactive or stopped operating
☐ The corporation changed its fiscal year-end
☐ There were significant transactions with related companies or shareholders
☐ You received CRA correspondence or a reassessment

BEFORE SENDING YOUR INFORMATION

☐ Bank and credit card records are complete
☐ All corporate income has been reported
☐ All major expenses have been included
☐ Payroll information has been provided

☐ Shareholder salary/dividend information has been provided
☐ Asset purchases and sales have been provided
☐ GST/HST information has been provided
☐ CRA correspondence has been provided

Not sure whether a transaction should be included? Send us the information and we will review it.

LDA TAX SERVICES

Corporate Tax Returns • Bookkeeping • Payroll • Tax Planning • CRA Assistance

📞 **647-980-6298**
✉️ **info@lda-itb.com**
🌐 **lda-itb.com**

“It’s not what you make — it’s what you keep.”