

Checklist - Corporation tax preparation

Checklist			
Provided	N/A	Information Needed	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Article of Incorporation	
<input type="checkbox"/>	<input type="checkbox"/>	Business Number Registration	
<input type="checkbox"/>	<input type="checkbox"/>	Ontario Tax Number	
<input type="checkbox"/>	<input type="checkbox"/>	Retail Sales Tax Number	
<input type="checkbox"/>	<input type="checkbox"/>	What is the Business Activity	
<input type="checkbox"/>	<input type="checkbox"/>	GST Reports filed in the year	
<input type="checkbox"/>	<input type="checkbox"/>	GST - Reporting method of filing?	
<input type="checkbox"/>	<input type="checkbox"/>	GST - Reporting period?	
<input type="checkbox"/>	<input type="checkbox"/>	PST Reports filed in the year	
<input type="checkbox"/>	<input type="checkbox"/>	Payroll Reports filed in the year	
<input type="checkbox"/>	<input type="checkbox"/>	WSIB Reports filed in the year	
<input type="checkbox"/>	<input type="checkbox"/>	Account Receivable at year end	
<input type="checkbox"/>	<input type="checkbox"/>	Account Payable at year end	
<input type="checkbox"/>	<input type="checkbox"/>	Loans or Line of Credits	
<input type="checkbox"/>	<input type="checkbox"/>	Bank Statements	
<input type="checkbox"/>	<input type="checkbox"/>	Investment account statements	
<input type="checkbox"/>	<input type="checkbox"/>	List of Assets and purchase price	

Checklist			
Provided	N/A	Information Needed	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Shareholder list & \$ value	
<input type="checkbox"/>	<input type="checkbox"/>	Car allowance?	
<input type="checkbox"/>	<input type="checkbox"/>	Office at home?	
<input type="checkbox"/>	<input type="checkbox"/>	T2 CT23 and Financial Statement	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of recent QuickBooks file	

© *Marziv Business & Tax Services*

Tel: (416) 748-2098 or (905) 770-9400 • Fax: (905) 770-9401 • Email: info@marzivaccounting.com

Web: www.marzivaccounting.com