

CORPORATE INCOME TAX CHECKLIST

For accuracy and efficiency, we ask you to use the [Client Portal](#) to securely share your documents and accounting records with us. If you have not yet registered, please contact our office for an invitation. We are changing the way we serve our clients with a Hybrid Office Model, where some of our staff members will be working remotely. If you are dropping off or sending a courier, we ask that you call our office to confirm our availability.

CORPORATE INFORMATION

Legal Name: _____ Date of Incorporation: _____
Operating Name: _____ Nature of Business: _____
CRA Business No.: _____ Fiscal Year-End: _____
Contact Name: _____ Email: _____
Telephone: _____ Cell: _____

PREVIOUS ACCOUNTANT INFORMATION

Name of Firm: _____ File Manager: _____
Telephone: _____ Email: _____

Please login to your CRA [My Business Account](#) to authorize our firm as your representative.
Representative information, *Houle & Associates CPA, (BN) 820449874*

INFORMATION & DOCUMENTS REQUIRED

- Prior year financial statements, corresponding corporate income tax return and working trial balance
- Incorporation Certificate, Notice of Articles and Minute book
- 13 months of bank statements and canceled cheques (fiscal year & one month after the year-end)
- Deposit book for the fiscal year (required only if all deposits made into the bank are not revenue, i.e.: shareholder deposits)
- Invoice book / Sales Registered

- 13 months of credit card statements and receipts (fiscal year & one month after the year-end)
- Details of payments to a third party, such as a university or affiliated college or institute, to be used for scientific research or experimental development, it is possible that you may claim a SR&ED tax credit when you file your tax return for your professional corporation.
- Receipts / invoices for purchases made by cash and cheque
- Loan statements, lines of credit and mortgages (if used for business loans or purchases)
- Corporate owned Life Insurance Policy, and related Cash Surrender Values
- If you have Investments under your corporation, please provide contact information Name and email address for the Investment
Account Manager: _____ Email: _____
- Information regarding all leases, service contracts and agreements
- Documentation of all assets purchased during the year (furniture, equipment, leasehold improvement etc.)
- Listing of any assets sold during the year with documentation
- Any correspondence from Canada Revenue Agency
- T4s and T4 summary / payroll register / WCB payments
- Inventory on hand at the year-end date (if applicable)
- For construction companies: Purchase and sales papers of all transactions made in the year
- If client does own bookkeeping, then provide: Detailed Trial Balance (hard copy and on disk)
Detailed General Ledger (on disk)
 - Listing of Journal Entries
 - Accounts Receivable Listing (are any receivables uncollectible?)
 - Accounts Payable Listing
 - End of fiscal year Bank Reconciliation