

T2 or Corporate Tax Return Checklist

COMPANY INFORMATION [FOR NEW CLIENTS unless information has changed]

Legal name		Year end	
Operating name		Business no.	_____RC0001
Business address		City/Prov.	Postal code
Mailing address (if different)		City/Prov.	Postal code
Contact person		Email	Home phone
Business phone		Business fax	Mobile
Bookkeeper		Email	Business phone
Lawyer		Email	Business phone
Shareholder(s) name	SIN or business no.	Percentage common share	Signing officer
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

ENGAGEMENT SERVICES

- T2 or corporate tax return
 Financial statements
 Bookkeeping
 Personal tax returns

BUSINESS

- Income** [HST incl/ excl?]
- Expenses** [HST incl/ excl?]
- Purchases _____
- Subcontractor or salaries _____
- Advertising & promotion _____
- Meals & entertainment Insurance _____
- Interest, bank charges _____
- Licences, dues, fees _____
- Office supplies _____
- Professional fees _____
- Repair & maintenance _____
- Travel _____
- Telephone _____
- Capital asset >\$500 (e.g. computer) _____
- Capital asset >\$500 (e.g. equipment) _____
- Auto expenses _____
- Home office expense See "Automobile Expenses"
- Other See "Business-Use-of-Home"
- Missing** _____

RENTAL INCOME & EXPENSES

- Address**
- City/Prov. _____
- Postal code _____
- Income** [GST incl/ excl?]
- Expenses** [GST incl/ excl?]
- Advertising _____
- Insurance _____
- Mortgage interest, statement _____
- Office supplies _____
- Professional fees _____
- Administration fees/ salaries _____
- Repairs & maintenance _____
- Strata _____
- Property taxes _____
- Heat _____
- Hydro _____
- Water _____
- Internet, phone, cable _____
- Auto expenses See "Automobile Expenses"
- Capital asset >\$500 (e.g. furniture) _____
- Capital asset >\$500 (e.g. appliances) _____
- Other _____
- Missing** _____

BUSINESS-USE-OF-HOME

- Business or employment use % =**
- Workspace area _____
- Total home area _____
- Heat _____
- Hydro _____
- Insurance _____
- Repair & maintenance _____
- Strata _____
- Mortgage interest _____
- Property taxes _____
- Rent _____
- Water _____
- Internet, phone, cable _____
- Other _____

AUTOMOBILE EXPENSES

- Automobile: Make _____ Model _____ Year _____
- Business auto log:** _____ busn km Yes No Remind client
- Purchase price _____
- Business use kilometres _____
- Total km driven _____
- Expenses** [GST incl/ excl?]
- Fuel _____
- Insurance _____
- License & registration _____
- Repairs & maintenance _____
- Business parking fees _____
- Loan statement, interest
- Lease statement
- Auto purchase document
- Auto disposal document
- Other _____