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**
			☐ Yes ☐ No
			☐ Yes ☐ 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	