



## Corporate Tax Return Checklist

First Time Filers with Affordable Accounting Solutions

(403) 561-3697 info@gettaxes.ca

No.	Information	Provide/Instructions	Comments
1	Certificate of Incorporation	Send us a copy	
2	Federal Business Number	_____	9 digits
3	Alberta Account Number	_____	10 digits
4	Mailing Address of Business	_____ _____ _____	Address, including City and Postal or Zip Code
5	Corporation's Year end date		Month and Date
6	Products / Services Provided		
7	Company Directors	Name _____ Phone _____ Address _____  Name _____ Phone _____ Address _____	
8	Shareholders	<div style="display: flex; justify-content: space-between;"> <span>Name</span> <span>SIN</span> <span>% Common</span> <span>% Preferred</span> </div> 1. _____ 2. _____ 3. _____ 4. _____	
9	Contact person	<p style="text-align: center;">Same as signing officer?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> Name _____ Phone number _____	
10	Related / Associated corporations	Name of the Corporation _____ Country of Residence of the Corporation _____ Business number _____ Relationship: <input type="checkbox"/> Related <input type="checkbox"/> Associated <input type="checkbox"/> Parent <input type="checkbox"/> Subsidiary Number of Common shares owned _____ Percent of Common shares owned _____ Number of Preferred shares owned _____ Percent of Preferred shares owned _____ Book value of capital stock _____	

11	Bank Accounts	<input type="checkbox"/> Checking 1 Name _____ <input type="checkbox"/> Checking 2 Name _____ <input type="checkbox"/> Savings 1 Name _____ <input type="checkbox"/> Credit Card 1 Name _____ <input type="checkbox"/> Credit Card 1 Name _____ <input type="checkbox"/> Credit Loan 1 Name _____ <input type="checkbox"/> Credit Loan 2 Name _____ <input type="checkbox"/> Personal Checking 1 Name _____ <input type="checkbox"/> Personal Savings 1 Name _____
12	Bank Statements	Please provide us a copy of all bank statements you have, including balance for beginning and ending period
13	Accounting files	Please provide us a copy of: <input type="checkbox"/> Bookkeeping file (eg. QuickBooks, MS Excel, etc.) <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Income Statement <input type="checkbox"/> Trial Balance <input type="checkbox"/> General Ledger <input type="checkbox"/> Previous T2 filing papers
14	Home Office	Percentage of home used for business _____  Heat \$ _____ Water \$ _____ Repairs and Maintenance \$ _____ Insurance \$ _____ Property Taxes \$ _____ Rent \$ _____ Mortgage Interest \$ _____
15	Vehicle Expense	Number of km driven for business _____