Corporate Tax Return Checklist



First Time Filers with Affordable Accounting Solutions

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		
		Address		
8	Shareholders	Name SIN % C	Common % Preferred	
			Shares Shares	
		1.		
		2	_	
		3.		
		4.		
		··		
9	Contact person	Same as signing	officer?	
	Contact person			
		☐ Yes ☐		
		Name ()		
		Phone number		
10	Related / Associated	Name of the Corporation		
10	corporations	Country of Residence of the Corpor	ation	
	corporations	Business number		
		Relationship: Related Ass	sociated	
		☐ Parent ☐ Sub	osidiary	
		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	□ Checking 1 Name □ Checking 2 Name □ Savings 1 Name □ Credit Card 1 Name □ Credit Card 1 Name □ Credit Loan 1 Name □ Credit Loan 2 Name □ Personal Checking 1 Name	
		☐ 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: ☐ Bookkeeping file (eg. QuickBooks, MS Excel, etc.) ☐ Balance Sheet ☐ Income Statement ☐ Trial Balance ☐ General Ledger ☐ Previous T2 filing papers	
14	Home Office	Percentage of home used for business Heat \$	
15	Vehicle Expense	Number of km driven for business	