

Corporation Tax Preparation Checklist

Use this checklist to prepare your corporation tax files.

If this is the first time filing your corporation tax, you need to prepare

- Certificate of Incorporation
- Corporation Information Sheet
- Corporation Business Number from Canada Revenue Agency. When you incorporate with the province of Ontario or Industry Canada, your business **will automatically** be registered for a business number (BN) and a corporation income tax program account.
- Shareholders' Name, Social Insurance Number and Share Percentage
- Director or President's Name and Phone Number
- Principal Product or Service
- Opening Balance Sheet
- Tax Year-end Balance Sheet
- Tax Year-end Income Statement
- Bank Statement

If this is NOT the first time filing your corporation tax, you need to prepare

- The copy of your last corporation income tax return
- Tax Year-end Balance Sheet
- Tax Year-end Income Statement
- Bank Statement

Any questions about this checklist please contact 613-608-8788 Jack Liu or go to our website <http://www.incometaxottawa.ca/> to get more information.

Thanks!