

Corporation Tax Preparation Checklist

Corporation Information

Corporation name
Corporation number
Corporation address
Corporation business number
Corporation main product or service
Shareholders' name and percentage of share
Director or President's Name and Phone Number
Copy of your last corporation income tax return
Year-end bank balance of your corporation

Corporation Income

Gross Corporation income

Corporation Expenses

Advertising and promotion
Business insurance
Business taxes, licences and memberships
Computer-related expenses
Credit card charges
Donations
Franchise fees
General and administrative expenses
Home office expenses
Interest and bank charges
Meal and entertainment
Office expenses
Professional fees
Purchase of materials
Rental
Salaries and wages
Shipping and warehouse expense
Subcontracts
Supplies
Travel expenses
Vehicle expenses (kilometres drove to earn business income)
Other expenses

Cost of Corporation Capital Assets

Vehicle
Computer
Equipment
Others