



# Kirk Campbell, Certified General Accountant

## 2012 Corporation Income tax checklist

Corporation Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No: ( ) - \_\_\_\_\_

Facsimile No: ( ) - \_\_\_\_\_

Email: Address \_\_\_\_\_ www: \_\_\_\_\_

What is the Business Activity \_\_\_\_\_

Fiscal Year End: \_\_\_\_\_

Business Number Registration \_\_\_\_\_

Ontario Tax Number \_\_\_\_\_

HST Number \_\_\_\_\_

Principal Names \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> A copy of last year's return,      | <input type="checkbox"/> Account Receivable at yearend  | <input type="checkbox"/> Inventory balance at yearend                     |
| <input type="checkbox"/> 2011 Notice of Assessment          | <input type="checkbox"/> Account Payable at yearend     | <input type="checkbox"/> Details of shareholders                          |
| <input type="checkbox"/> Other years' reassessments         | <input type="checkbox"/> Loans or Line of Credits       | <input type="checkbox"/> Transactions / Drawings                          |
| <input type="checkbox"/> All correspondence to and from CRA | <input type="checkbox"/> Bank Statements                | <input type="checkbox"/> Shareholder list & \$ value                      |
| <input type="checkbox"/> Article of Incorporation           | <input type="checkbox"/> Bank Reconciliation at yearend | <input type="checkbox"/> Car allowance                                    |
| <input type="checkbox"/> Shareholders' agreement            | <input type="checkbox"/> Balance Sheet                  | <input type="checkbox"/> Investment account statements                    |
| <input type="checkbox"/> HST Returns filed in the year      | <input type="checkbox"/> Income Statement               | <input type="checkbox"/> List of Assets and purchase price                |
| <input type="checkbox"/> Payroll Reports filed in the year  | <input type="checkbox"/> Trial Balance at at yearend    | <input type="checkbox"/> List of Assets disposals                         |
| <input type="checkbox"/> WSIB Reports filed in the year     | <input type="checkbox"/> Aged Receivable at Yearend     | <input type="checkbox"/> Copies of any loan documents or lease agreements |
|   | <input type="checkbox"/> Aged Payable at Yearend        |   |

Home office expenses - If your company has a home based office please record the square footage used for business purposes as well as total square footage of the home.