

T2 TAX CHECKLIST

IMPORTANT DATES & REMINDERS

Corporate tax return filing due date	<u>Six months</u> after tax year end
Corporate income tax payable due date	<u>Two months</u> after tax year end <u>Three months</u> after tax year end – for Canadian controlled private corporations that have active business income

Please review the checklist on page 2 and ensure that you have received all relevant information before submitting your corporate tax information to us to ensure your return is processed in a timely manner. Please return this checklist electronically or manually with your tax information as early as possible. To assist in keeping our records current, we request you **note any changes** to your corporation information below.

CORPORATION DETAILS

Returning clients - Indicate changes from previous year only: **New clients** – Complete all sections:

Name of the corporation	Provincial or territorial jurisdiction of the corporation
Business number (BN)	Corporation Number
Date of incorporation	Tax year start
	Tax year-end
Address of the head office	
Authorized signing officer of the corporation	Position of the signing officer

FOR NEW CLIENTS

- Please provide a copy of articles of incorporation
- Please provide the name of the shareholder(s) and their percentage of ownership in the company as at tax year end
- Please provide a copy of the previous fiscal year corporate tax return
- Please provide a copy of the previous fiscal year notice of assessment and any notice of reassessment of other years, if received during the current fiscal year

TAX DOCUMENTS (as applicable)

Check if applicable	Item
<input type="checkbox"/>	Trial balance as at tax year end or access to your bookkeeping records for tax year end
<input type="checkbox"/>	Bank statement as at tax year end for all bank accounts
<input type="checkbox"/>	Bank reconciliation as at tax year end for all bank accounts
<input type="checkbox"/>	Broker investment statements for all tax year
<input type="checkbox"/>	T3 and T5 slips for investment income
<input type="checkbox"/>	T5013 partnership information slips
<input type="checkbox"/>	Statement of adjustments if the company purchased or sold properties during the tax year
<input type="checkbox"/>	Mortgage or loan contracts if the company loaned or landed money during the tax year

TAX INFORMATION (as applicable)

Check if applicable	Item
<input type="checkbox"/>	Charitable donations
<input type="checkbox"/>	Political donations
<input type="checkbox"/>	Interest and penalties
<input type="checkbox"/>	Club dues and fees (e.g. golf)
<input type="checkbox"/>	Life insurance premiums
<input type="checkbox"/>	Income tax instalments paid during the year
<input type="checkbox"/>	Names of the associated corporations for small business deduction allocation

FOREIGN PROPERTY REPORTING

- The company held or owned foreign property at any time during tax year with a total cost in excess of CAD **\$100,000**. Most Canadian brokers can provide the summary information necessary to complete the T1135 form. Please obtain if possible.

TAX PLANNING

- Does the company have a tax plan?