



HEAD OFFICE:

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- First and last pages of the registration documents (Articles of Incorporation)
- Full address, telephone number for corporation and owners
- Business Number (GST number)
- Ontario Corp. Tax Account Number
- Ontario Corporation Number
- Shareholders Names
- Social Insurance Numbers
- % of shares owned & type
- Incorporation Date
- Corp. Year End
- Bank statements, cancelled cheques
- All sales invoices
- All purchase invoices
- All other bills & any significant contracts
- All GST, Payroll, WSIB, etc... reports filed during the tax year
- List of personal bank deposits
- List of equipment purchased and/or sold

This is a checklist intended to assist you in preparing for income tax filing.

Please provide a copy of your last filed income tax return and a recent notice of assessment or reassessment.

Note:
