



CORPORATE TAX RETURN (T2) CHECKLIST

To help prepare your Corporate Income Tax Return, please refer to the checklist below. Please complete the checklist and return to us with your other financial information.

FIRST TIME FILERS – FIRST YEAR OF OPERATION

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| A. Certificate of Incorporation | Send us a copy |
| B. Business Number | Provide us with the 9 digit Business Number |
| C. Corporation year end date | Provide us with the year-end date |
| D. Company Directors | Provide us with name, telephone # & address |
| E. Principal Products/ Services Provided | Specify Principal Products/ Services Provided & %age of each to the total revenue |
| F. Shareholders | Provide : <ul style="list-style-type: none">• Name of Shareholders• SIN # of shareholders if individual• Business # if corporation• #of shares owned & class of shares |
| G. Contact Person | If different than the authorized signing officer, Provide: Name & Telephone Number |
| H. If the Corporation is Related or Associated With any other corporation | Provide: <ul style="list-style-type: none">- Name of Corporations-Country of residence of Corporations-Business #-Relationship: Related/ Associated/ Parent / Sub-Number & % age of Common Shares Owned-Number & %age of Preferred Shares Owned- Book Value of Capital Stock |
| I. Financial Statements / Accounting Files | Provide copy of : <ul style="list-style-type: none">• Balance Sheet,• Income Statement,• Trial Balance &• General Ledger |

REPEAT FILERS

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| A. First Time filing with Bajwa CPA | Provide a copy of last year / most recent Corporate Tax Return & Financial Statements- Balance Sheet, Income Statement (Profit & Loss), Trial Balance & General Ledger |
| B. Provide Accounting Files for current year | Balance Sheet, Income Statement, Trial Balance & General Ledger |
| C. Provide details of any changes in Corporation | <ul style="list-style-type: none">- Address Of Corporation- Shareholders – new or removed, including SIN if new Shareholder(s), Business # if Corp.-# of shares owned & specify the classes- Contact Name & Phone Number for Authorized Signing Officer & Contact Person- Any new Related OR Associated Corporations |
| D. Corporate Income Tax Instalments | Provide us with the instalment payments made during the year & the most recent statement of Account. |
| E. Corporate Notice of Assessment (NOA) | Provide us with the copy of previous year’s NOA |
| F. T4 – Employment Income / Bonus OR T5 | Provide us with the information regarding Renumeration. |