

# OO & CO

## ACCOUNTING SERVICES

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

Corporate Year End: \_\_\_\_\_

CHECKLIST TO SUBMIT INFORMATION FOR T2 CORPORATE TAX RETURN  
If space is insufficient for any item, please attach a list.

GENERAL INFORMATION	
Contact Person:	Business Number:
Telephone Number: (Home)	HST Filing Requirements:
(Business)	HST Access Code:
Mailing Address:	Email Address:

Information Required	Provide/Instructions
Date of Incorporation (Please include copy of Articles of Incorporation)	
Corporate Directors	Provide names, telephone numbers and addresses  _____, (____) ____-____, _____ _____, (____) ____-____, _____ _____, (____) ____-____, _____ _____, (____) ____-____, _____
Corporate Shareholders	Provide names, SIN # of individuals, # of shares owned & class of shares  _____, _____, _____ _____, _____, _____ _____, _____, _____ _____, _____, _____
Related/Associated Corporations(If applicable)	Provide us with the :  • Name of the corporation(s): _____ • Country of residence of the corporation: _____ • Business Number: _____ • Relationship: <input type="checkbox"/> Related <input type="checkbox"/> Associated <input type="checkbox"/> Parent <input type="checkbox"/> Subsidiary • # of shares owned _____ Class of shares _____ _____ • Book value of capital stock: \$ _____

Information Required	Provide/Instructions
Accounting Files(If Applicable)	Provide us with a copy of: <ul style="list-style-type: none"> <li>• Bookkeeping file (eg. QuickBooks Backup, Sage/Simply Accounting Backup)</li> </ul> OR <ul style="list-style-type: none"> <li>• Balance Sheet;</li> <li>• Income Statement;</li> <li>• Trial Balance; and</li> <li>• General Ledger</li> </ul>
Bank/Credit Card Statements	Provide us with all Bank and Credit Card Statements pertaining to the fiscal year
Corporate Income Tax Instalments	Provide us with the instalment payments made during the year \$ _____
Notice of Assessment	Provide us with a copy of the previous year's Notice of Assessment

### QUESTIONNAIRE

Did you dispose of any stocks, bonds, T-bills, real estate, or other property?

If yes, list the sale proceeds, cost of acquiring the property, the V-day value of the property if owned on December 31, 1971, and costs incurred in selling the property. Enclose supporting documents, including broker statements and contact information.

YES NO

☐ ☐

Have you borrowed money for investment purposes?

If yes, indicate lender, interest paid, principal outstanding, and investment purpose of loan

☐ ☐

Did you earn rental income?

If yes, please complete the Statement of Net Rental Income Form. If you bought rental property in the year, include Statement of adjustments and copy a of the latest property tax assessment.

☐ ☐

Did you incur any out-of-pocket business expenses?

If yes, provide a list of expenses

☐ ☐

If you answered yes to the above question, did you incur automobile or home office expenses? ☐ YES ☐ NO

If yes, provide the following:

Automobile Expenses	AMOUNT
Gas Expense	
Repairs and Maintenance	
Insurance	
License	
Other Costs	
Car Washes	
Lease Costs	
Parking Costs	
Interest on Financing Vehicle	
Total # of Kilometers Driven in Year	
Total Business Kilometers in Year	
Mileage Allowance Received, if Applicable	
Cost of New Vehicle	
Proceeds on Sale or Trade of Old Vehicle	

Home Office Expenses	AMOUNT
Total Sq.ft. Office Sq.ft.	
Heat	
Water	
Electricity	
Insurance	
Repairs & Maintenance	
Mortgage Interest	
Property Taxes	
Rent	
Other Expenses:	

Should you have any questions or additional information you may have regarding your corporate income taxes, please attach an additional page to the information provided.

I certify that the above information is accurate and correct

CLIENT NAME

CLIENT SIGNATURE