

Corporate Tax Return Checklist



INTEGRITY
TAX CONSULTANCY

Integrity Tax Consultancy

email: integritytaxconsultancy@gmail.com

Corporate & Financial Records	Expense Receipts & General Business
Articles of Incorporation	<input type="checkbox"/> Rent Payments Receipts
Ontario Corporation No.	<input type="checkbox"/> Purchase Invoices
Federal Corporation No.	<input type="checkbox"/> Cash Payment Receipts
Copy of Federal and Provincial Taxes	Automobile Expenses:
General Ledger, Trial Balance, Income Statement, Balance Sheet	<input type="checkbox"/> Gas
Bank Statements and Cancelled cheques	<input type="checkbox"/> Automobile Insurance
<input type="checkbox"/> Sales Invoices	<input type="checkbox"/> Automobile Repair and Maintenance Bills
GST/HST Details:	<input type="checkbox"/> Car Wash and Parking
GST/HST Account No.	<input type="checkbox"/> 407 Toll Fees
Copy of Prior Year Returns	Banking & Other Expenses:
	<input type="checkbox"/> Credit Card Payments Receipts
Payroll Information:	<input type="checkbox"/> Deposit Book or Details of Bank Deposit
Employee's Name	<input type="checkbox"/> Deposit Details for Credit Card
SIN	<input type="checkbox"/> Other Repair and Maintenance Bills for Business
Address	<input type="checkbox"/> Stationary Bills
Date of Birth	<input type="checkbox"/> Advertising Bills
Original Date of Hire	<input type="checkbox"/> Telephone, Cell Phone, and Internet Bills
Pay Rate (Salary / Hourly)	<input type="checkbox"/> Meals and Entertainments Bills
Payroll Source Deductions Form	<input type="checkbox"/> Legal and Professional Fee Receipts
	<input type="checkbox"/> Business Insurance Receipts
	<input type="checkbox"/> Travel Receipts
	<input type="checkbox"/> Bank Statements for the fiscal year