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## Corporate Income Tax Questionnaire

Corporate Name:				
Please indicate bus	iness address (also i	ndicat	e mailing address if d	lifferent):
Incorporation Date:				
Telephone:		Email:		
Ontario Corp # (if ap	oplicable)			
Business Number:		Fiscal year-end:		
Registered for HST	? (Y/N) Sign	up fo	r online mail with CRA	4? (Y/N)
Corporation main pr	oduct or service:			
Accounting software	e used:			
Name of bookkeepe	er and contact info:			
Please provide list of shareholder(s): Name:			% Of Ownership:	S.I.N.:
Type of entity:	☐ Private company ☐ Joint arrangement		Not-for-profit organization Other (specify):	☐ General partnership ☐ Limited partnership

Please check off and provide all of the documents that are applicable:

New client general information:  ☐ Articles of incorporation
☐ Prior year corporation ☐ Prior year corporate income tax and sales tax returns ☐ Prior year trial balance, general ledger and financial statements (Excel format is preferred)
General accounting information:  □ Trial balance, balance sheet & income statement as at the year-end date  □ A Copy of the general ledger for the entire fiscal year (Excel format is preferred)
Specific account information:
Cash:  ☐ Copy of the bank statement and bank reconciliation as at the year-end date for all bank accounts.
Accounts receivable: □ Copy of the aged accounts receivable listing
Inventory and work-in-process: ☐ A listing of inventory or work-in-process as of the fiscal year-end date (report at lower of cost or fair market value)
Investments:  ☐ Copies of the monthly summary statements of investment transactions for the entire fiscal year for all accounts ☐ Copies of all T-slips for the year (T5, T4A, T3's, & T5013)
Capital assets:  ☐ Copy of the capital asset continuity schedule showing cost and accumulated amortization for each capital asset category ☐ List of all capital assets purchased during the fiscal year (please provide all invoices) ☐ List of all capital assets sold during the fiscal year
Accounts payable and accrued liabilities  ☐ Copy of the aged accounts payable listing ☐ Copies of all sales tax filings during the year ☐ Copy of any Notice of Assessments received from CRA for payroll or HST



Corporate income tax: ☐ A list of all income tax instalments paid during the fiscal year to CRA ☐ Copy of the prior year Notice of Assessment received from CRA
Business expenses paid personally: ☐ If any, provide a summary of all business expenses paid through your personal bank accounts and credit cards.
Example of business expenses paid personally are:  Office in home broken out by: rent, mortgage interest, condo fees, hydro, electricity, waste, insurance, and property tax. Please also provide the business % of office used for business purposes
☐ Automobile expense broken out by: gas, repair & maintenance, auto insurance, CAA, parking, and lease costs. Please also provide the business KM & total KM driven for the fiscal year.
Personal vehicle used for business purposes. Please provide the net cost of the vehicle and purchase date.
Additional information:

