



469 Elgin Street
Ottawa, ON
K2P 2H2

Corporate Income Tax Checklist

General Items

- Bank Statements
- Copy of Last Year's Tax Return (new clients)
- Credit Card Statements
- Investment Account Statements (if applicable)
- Payroll Records
- Sales Invoices

Receipts

- Expenses
- Home Office Expenses (if applicable)
- Incorporation Costs & Legal Fees

Other Items

- Government Documents: NOA's, HST Returns, Corporate Notices etc.
- Installment Payments (if applicable)