

OBEE & CO. ACCOUNTING LTD.

CHARTERED PROFESSIONAL ACCOUNTANT

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Corporate Income Tax Checklist

Please use this checklist to ensure you have all receipts, income records, and tax documents we will need to prepare your corporate fiscal year end.

When you bring in your corporate information, please ensure that we have all of your current contact information, including phone number, email, and mailing address.

Please consider the following:

Have you filed your Annual Report with the Registry for the year?

Have you made any changes to the address or contact information?

Have there been any changes to the share structure of the corporation during the year?

Have there been any changes to the shareholders, directors, or officers of the corporation during the year?

Are there any related or associated corporations that need to be considered?

Have you provided us with any relevant CRA correspondence received during the year?

Does the corporation hold foreign investments or property with a cost greater than CAN\$100,000?

Please provide, if applicable:

Electronic copy of bookkeeping data

Hard copy of Balance Sheet and Income Statement for the fiscal period ended

Cash - copies of bank statements for all accounts as at year end date, copies of bank reconciliation (if completed)

Short-Term Investments/Term Deposits - copies of statements for all accounts as at year end date, investment slips received (T3, T5, gains/losses summaries)

Accounts Receivable - listing of accounts receivable at year end date, note any of which are doubtful to be collected

Inventory - determine amount, at cost, at year end date, provide details where possible

Prepaid Expenses - provide list at year end date (insurance, rent, other prepaid items)

Capital Assets - provide details of all additions and dispositions, provide invoices/receipts

Accounts Payable - listing of accounts payable at year end date

Other Accrued Liabilities - please provide documentation (GST, PST, payroll liabilities, etc.)

Loans, Lines of Credit, or Mortgages - provide documentation and details, amortization schedules, interest/principal paid during the fiscal year

Income - please ensure that amounts are segregated into categories where possible (sales, commissions, consulting, interest, dividends, etc.)

Cost of Sales - include purchases, freight, and the effect of opening/closing inventory

Expenses - please ensure that amounts are segregated into categories where possible, and amounts do not include any personal expenses