

Spigelman Chartered Professional Accountant
2024 Corporate Tax Checklist

Shareholder: _____ Phone: _____
Email: _____
Current Address: _____

Business name: _____
Business address: _____
Business number: _____ Yearend: _____
Nature of business: _____
Corporate lawyer: _____

General:

- ☐Y ☐N Please provide a listing of all shareholders, SINS, number of shares owned of preferred and/or common and the paid-up capital of the shares
- ☐Y ☐N Have you provided the Articles of Incorporation, have any amendments been made in the current tax year (share exchanges, redemptions, etc.)
- ☐Y ☐N Have you provided the business number issued by the Companies Office
- ☐Y ☐N Are you GST or RST registered and need assistance filing the returns
- ☐Y ☐N Have you issued any dividends in the current calendar year and need help filing the T5 slips
- ☐Y ☐N Have you paid salaries in the current calendar year and need help filing the T4 slips
- ☐Y ☐N Please provide prior year Notice of Assessment
- ☐Y ☐N Please provide prior year Corporate Tax Return (New Clients)

Activity

- ☐Y ☐N Please provide the trial balance for the current tax year
- ☐Y ☐N Have you made any capital purchases in the current tax year, typically over \$500
- ☐Y ☐N Please provide a summary of all shareholder loan activity in the current tax year
- ☐Y ☐N Have you made any installments to CRA in the current tax year
- ☐Y ☐N For vehicle expenses, have you kept a detailed log of travel
- ☐Y ☐N Did you receive any Covid-19 support in the current tax year
- ☐Y ☐N Please provide copies of all GST/RST returns filed for the current tax year
- ☐Y ☐N Confirmation of all receivables at the end of the year
- ☐Y ☐N Confirmation of all payables at the end of the year
- ☐Y ☐N Confirmation of total inventory at the end of the year
- ☐Y ☐N Meals and entertainment expenses should include who attended, purpose of event (not needed, just for your records)

Deadlines:

- Corporate tax returns are due **6 months** after the year-end
- Corporate taxes owing are due **2 months** after the year-end
- **EXCEPTION**, Corporate taxes are due **3 months** after the year-end if the following apply
 - The corporation is a Canadian Controlled Private Corporation
 - The corporation claimed the small business deduction in the current or prior year
 - The corporation and all associated corporations had taxable income less than \$500,000 in the previous year

For every "Yes", please provide the total balance or information. If unsure of an item, please email me at dspigelmancpa@gmail.com.

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Business expenses paid personally

1. Motor vehicle expenses

Gas: _____	Leasing: _____	Total Km: _____
Repairs: _____	Car washes: _____	Business Km: _____
Interest: _____	Parking: _____	New Vehicle Cost: _____
Motor League: _____	Please provide purchase and sale documents	

2. Home office Expenses (x means eligible)

(Please indicate business percent where noted)

Total SqFt: _____	Office SqFt: _____	
Heat: _____		
Electricity: _____		
Insurance: _____		
Repairs: _____		
Mortgage interest: _____		
Water: _____		
Security: _____		
Property tax _____		
Condo fees/ rent _____		
Telephone \$: _____		
Telephone %: _____		
Internet \$: _____		
Internet %: _____		