

## **Corporate Year-End & T2 Tax Return Checklist**

The following items are required for us to prepare and complete your financial statements and corporate income tax return.

- Prior year financial statements
- Ending trial balance for prior year
- Trial balance for end of current year
- General ledger details (electronic preferred)
- Prior year corporate tax return
- A back-up copy of your electronic bookkeeping file
- Bank statements, including cheque stubs and cancelled cheques
  - o Include reconciliations if completed
- Deposit book
- Investment statements
- A list of accounts receivable at the end of the period
  - o Details of any accounts that are unlikely to be collected
- Inventory list for end of period
- List of prepaid expenses
- Sales journal for the period
- Details of any fixed assets leased or purchased during the year
- Credit card statements
- A list of corporate expenses paid personally by shareholders that have not been reimbursed
- A list of accounts payable at the end of the year
- Payroll data
  - o Employees and hours
  - o Source deductions
- Source deduction statements and remittances to the CRA
- HST / GST returns and statements for the period
- WSIB returns and statements
- Corporate income tax statements
- Details of loans payable and receivable
- Share capital details
- Details of dividends declared, if any

If you have any questions, please call us at (289) 288-1206 or e-mail [dcpaley@deanpaley.com](mailto:dcpaley@deanpaley.com) to make an appointment to bring in your bookkeeping work.