

If you are the owner of the corporation, please look at this checklist that helps you to prepare your document for a tax return:

General information

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|---|---|
| <input type="checkbox"/> Corporation name | <input type="checkbox"/> Shareholder's name and percentage of share |
| <input type="checkbox"/> Date of corporation | <input type="checkbox"/> Director name and phone number |
| <input type="checkbox"/> Business number | <input type="checkbox"/> GST number |
| <input type="checkbox"/> The business and legal address | <input type="checkbox"/> Previous tax return |
| <input type="checkbox"/> The main activity, product, and services | <input type="checkbox"/> Financial statement |

Gross Business Income (net of GST/HST/PST/QST)

- Total gross business income (goods, Services)

Cost of goods sold and service (net of GST/HST/PST/QST)

- | | |
|--|---|
| <input type="checkbox"/> Cost of goods at the end of the previous year | <input type="checkbox"/> Purchases of goods |
| <input type="checkbox"/> Commissions | <input type="checkbox"/> Sub-contracts |
| <input type="checkbox"/> Cost of delivery, freight | <input type="checkbox"/> Wages |
| | <input type="checkbox"/> Cost of goods at the end of year |

Expenses (net of GST/HST/PST/QST)

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|---|--|
| <input type="checkbox"/> Advertising, promotion, gifts | <input type="checkbox"/> Maintenance and repairs |
| <input type="checkbox"/> Business tax, licences, and memberships | <input type="checkbox"/> Meals and entertainment for business |
| <input type="checkbox"/> Bad debts | <input type="checkbox"/> Office including postage and stationery |
| <input type="checkbox"/> Business licence, dues, fees, subscriptions | <input type="checkbox"/> Property taxes |
| <input type="checkbox"/> Equipment rental | <input type="checkbox"/> Rent on business property |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Salaries, Employment Insurance and CPP |
| <input type="checkbox"/> Franchise fees | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> General and administrative expenses | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Donations | <input type="checkbox"/> Travel (hotels, air, ferry, taxi) |
| <input type="checkbox"/> Vehicle expenses | <input type="checkbox"/> Utilities and electricity |
| <input type="checkbox"/> Interest and bank charges | <input type="checkbox"/> Work Safe BC premiums |
| <input type="checkbox"/> Legal, accounting, and other professional fees | <input type="checkbox"/> Other expenses - item and amount |
| | <input type="checkbox"/> Private Health Services Plan premiums |