Corporate tax checklist

Corporation tax return (T2) checklist

Gather these documents for your corporation's fiscal year so we can prepare your T2 return.

1 Legal documents

- [ ] Governing documents, such as articles of incorporation and partnership agreements
- [ ] Social Insurance Number (SIN) of each shareholder

2 Previous tax returns (if applicable)

- [ ] Copies of last year's corporate tax return

3 Bank statements

- [ ] Monthly statements for all business bank accounts

4 Credit card statements

- [ ] Monthly statements for all business credit cards

5 Receipts and invoices

- [ ] Receipts and invoices for all income and expenses

  For expenses, include invoices ONLY if they were paid from a personal bank account or personal credit card.

6 Payroll records

- [ ] Detailed records of employee salaries, wages and benefits

7 Assets register

- [ ] A list of all assets owned by the business

8 Depreciation schedules

- [ ] Records of asset purchases and depreciation calculations

9 Leases and rental agreements

- [ ] Copies of equipment leases (such as trucks), office space leases and similar agreements

10 Loan and debt agreements

- [ ] Documents for outstanding bank loans, mortgages or other debts

11 Business mileage log (if applicable)

- [ ] A log of business-related mileage
- [ ] A log of business working days on a long-haul truck

12 Aging reports (if applicable)

- [ ] Accounts receivable: outstanding customer invoices and their aging
- [ ] Accounts payable: unpaid bills and their aging

Note: Questions about what to bring? Email us at info@masterpeacebookkeeping.ca or send us a message at masterpeacebookkeeping.ca.