RESOLVE
Accounting Professional Corporation

Corporate Year End Checklist

This checklist is made in order to help our clients organize their paperwork and reduce their fees. Please submit the following documents and information to us to prepare your corporate tax return:

- Your lawyer's name and/or a copy of your minute book, including:
  - Date of incorporation and corporate year end
  - Management/shareholder details
- CRA business number, GST account number and payroll account number if applicable
- Company contact details
- Company details and expenses
- Financial statements from previous/current financial year
- Your previous fiscal year's tax corporate tax return if we have not filed it for you.

In addition to the above, if your bookkeeping is already done, please submit the following:

- The accountant copy of your bookkeeping file on a memory stick or by email using the QuickBooks website if you use QuickBooks. Please provide us with the user ID and password for your electronic file if one is required.
- All reports, letters, and statements from Alberta Government and Canada Revenue Agency.
- A copy of the year end bank/credit card statement and the following month's bank/credit card statement, for any bank accounts or credit cards used for business expenses.
- A copy of receipts of any fixed assets (capital assets) purchased during the year such as a computer, vehicle, equipment, etc.
- A copy of any insurance policies for the corporation, including a breakdown of the premiums paid.

If we are doing your bookkeeping for you, or are reviewing your bookkeeping to year end for your corporate tax, please submit all the documents that apply to your situation from the Business Bookkeeping Checklist.

*Please note: Tax returns must be finalized, signed and paid in full before they are filed with CRA.