








Corporate Income Tax Checklist

This is not an exhaustive list. Other information may apply to your situation. Be sure to provide all relevant documentation for an accurate and complete tax return.

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|---|---|
|  Company Name, Address & Telephone Number |  Payments made to Revenu Quebec |
|  Business Registration Number (Provincial/Federal) |  Instalment payments made to the CRA |
|  Tax Account Registration Number (GST/QST) |  Notice of assessment for prior year |
|  Shareholder/Board of Directors register | |

Other information slips

Financial Statements

Capital gains information (if no T or RL slips applicable)

Interest, dividends and mutual funds (T3, T5, T5008)

Losses/gains

Purchase/sale of fixed assets

Affiliations or transactions abroad

Receipts

Advertising & Promotion

Charitable donations

Fuel costs (except for motor vehicles)

Leasing Expenses

Legal, Accounting & Other Professional Fees

Tax on insurance premiums

Office Expenses

Parking

Rent

Supplies

Travel

Maintenance & Repairs -equipment

Insurance premiums

Motor Vehicle Expense (allowable portion only)

Telephone & Utilities

Work-Space-in-the-Home Expenses

For entrepreneurs operating under sole proprietorship and incorporation