

# Corporate Tax Return (T2) Checklist

To help you assemble your financial information for the preparation of your Corporate Income Tax Return, please keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

**Please note:** if the fillable spaces are not enough, please complete the checklist in a word document and send it to us along with the checklist.

General Information	Details
A) Articles of Incorporation	*Send us a copy _____
B) Business Number	9-digit #: _____
C) Company's Year End Date	Year end date: _____
D) Principal Products/Services Provided	Specify principal products/services provided and the % that each product/service is of total revenue. <b>Product/Service:</b> _____ % <b>Product/Service:</b> _____ % <b>Product/Service:</b> _____ %
E) Company Directors	Name: _____ Phone #: _____ Address: _____ _____ Name: _____ Phone #: _____ Address: _____ _____
F) Shareholders	Name: _____ SIN # (if individual): _____ Business # (if corporation): _____ Shares owned: _____% Class of shares owned: _____

Name: \_\_\_\_\_

SIN # (if individual): \_\_\_\_\_

Business # (if corporation): \_\_\_\_\_

Shares owned: \_\_\_\_%      Class of shares owned: \_\_\_\_\_