

# Corporate Year-End & T2 Tax Return Checklist

The following items are required for us to prepare and complete your financial statements and corporate income tax return.

- Prior year financial statements and corporate tax return copy
- Ending trial balance for prior year
- Trial balance for end of current year
- General ledger details (electronic preferred QuickBooks, Simply Accounting, MS Excel) or
- A back-up copy of your electronic file (QuickBooks, Simply Accounting, MS Excel)
- Bank statements, including cheque stubs and cancelled cheques
- Bank reconciliations if completed
- Deposit book
- Investment statements
- Aging summary of accounts payable and receivable
- A list of bad debts
- Inventory list for end of period
- List of prepaid expenses
- Sales journal for the period
- Details of any fixed assets leased or purchased during the year
- Credit card statements
- A list of corporate expenses paid personally by shareholders that have not been reimbursed
- Payroll data
  - Source deductions PD7A
- HST / GST returns and statements for the period
- WCB returns and statements
- Corporate income tax installments
- Details of loans payable and receivable, amortization schedule and loan statement
- Share capital register
- Details of dividends declared, if any
- Home office expense detail

If you have any questions, please call us at 604-472-7776 or e-mail [info@cncga.ca](mailto:info@cncga.ca) to make an appointment to bring in your bookkeeping work.