Corporate Tax Checklist

ACCPAS Professional Corporation
Corporate Tax Checklist
Client preparation checklist for corporate year-end and tax support
Version: 1.0

Use this checklist to organize corporate year-end records before corporate tax preparation, bookkeeping cleanup, or a consultation with ACCPAS Professional Corporation.

About ACCPAS Professional Corporation

Built on 40+ years of Ottawa accounting practice history, ACCPAS Professional Corporation continues trusted local service from its central O'Connor Street office.

Why this checklist matters

A complete year-end package helps ACCPAS review your corporate records more efficiently, identify missing information earlier, and reduce the risk of delays, late filings, penalties, or interest. If you are unsure which items apply to your corporation, contact ACCPAS before submitting the package.

How to use this checklist

Review each section, check off the documents already available, and use the notes areas to identify missing items or questions. If the situation includes missing records, CRA correspondence, deadlines, or uncertainty about which service applies, book a consultation with ACCPAS Professional Corporation.

Client information

Name / Business name	
Email / Phone	
Tax year / period	
Deadline or target date	

Checklist sections

Corporate information

☐ Legal corporation name and Business Number

- ☐ Fiscal year-end date
- ☐ Corporate address and contact person
- ☐ Articles of incorporation if first-year engagement
- ☐ Prior-year T2 return and Notice of Assessment

Accounting records

- ☐ Trial balance
- ☐ General ledger
- ☐ Financial statements
- ☐ Accounting software access or backup
- ☐ Year-end adjusting entries if already prepared

Banking, AR/AP and liabilities

- ☐ Bank statements for all corporate accounts
- ☐ Credit card statements
- ☐ Accounts receivable listing
- ☐ Accounts payable listing
- ☐ Loan statements and lease documents
- ☐ Shareholder loan details and owner advances

Payroll and GST/HST

- ☐ Payroll reports and employee summaries
- ☐ T4 summary or year-end payroll records
- ☐ CRA payroll remittance records
- ☐ GST/HST returns and filing confirmations
- ☐ HST instalments or balance owing information

Assets, transactions and corporate changes

- ☐ Asset additions and disposals
- ☐ Vehicle/equipment purchase invoices
- ☐ Inventory summary, if applicable
- ☐ Dividends or shareholder compensation records
- ☐ Major contracts, grants, subsidies, or unusual transactions

Recommended additional sections

- ☐ A “Bookkeeping complete?” yes/no field
- ☐ A “Software used” field
- ☐ A “CRA correspondence received?” field
- ☐ A “Lender / board reporting deadline” field

Missing items tracker

Missing document / information	Responsible person	Target date	Status

Questions for ACCPAS Professional Corporation

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Next step

If your checklist shows missing records, approaching deadlines, or a need for professional review, book a consultation with ACCPAS Professional Corporation. When requested, bring or upload the completed checklist with all available supporting documents.

Corporate tax deadline reminder

Corporate income tax returns are generally due **six months after the corporation’s fiscal year-end**. However, any balance owing is generally due earlier, usually **two months after year-end**, or **three months after year-end** for certain eligible Canadian-controlled private corporations. Preparing records early can help reduce late-payment interest, penalties, and last-minute pressure.

Disclaimer

This checklist is for general preparation only. This checklist is not an official CRA form and does not replace professional advice, tax filing review, bookkeeping review, payroll review, or ACCPAS Professional Corporation’s assessment of the client’s situation.