FREE CHECKLIST

Corporate T2 document checklist

Gather these items before your T2 corporate income tax return is prepared. Having them ready makes the process faster and the quote more accurate.

N's Finance and Learning · Corporate T2 document checklist

⚠ **Please share these documents only through the secure channel we set up with you**, never through the website inquiry form or ordinary email.

COMPANY Corporate information

- [ ] Corporation name and Business Number (BN)
- [ ] Articles of incorporation and any amendments
- [ ] Fiscal year-end date
- [ ] Shareholder names and percentage of shares held
- [ ] Details of any associated or related corporations
- [ ] Changes during the year (new shareholders, share issuances, address changes)

PRIOR YEAR

Tax history

- [ ] Prior-year T2 return and all schedules
- [ ] Most recent notice of assessment or reassessment
- [ ] Any CRA correspondence received during the year
- [ ] Prior-year undepreciated capital cost (UCC) schedule
- [ ] Loss carryforward balances, if any

FINANCIALS

Year-end records

- [ ] Year-end income statement and balance sheet
- [ ] Trial balance and general ledger
- [ ] Year-end bank and credit card statements
- [ ] Accounts receivable and accounts payable listings at year-end
- [ ] Inventory count and valuation, if applicable
- [ ] Loan and line-of-credit statements at year-end

TAX ITEMS

Schedules & adjustments

- [ ] Fixed asset purchases and disposals, with invoices and dates
  Used for Capital Cost Allowance (CCA) and Schedule 8.
- [ ] Shareholder loan account activity and year-end balance
- [ ] Dividends declared and paid, and T5 slips issued
- [ ] Salaries paid to shareholders and T4 summary
- [ ] Corporate tax instalments paid during the year
- [ ] Vehicle expenses and logbook details, if applicable
- [ ] Meals and entertainment, donations, and other expenses with special tax treatment
- [ ] Government grants, subsidies, or tax credits received or claimed
- [ ] GST/HST returns filed for the year

ⓘ Not every item applies to every corporation, and some returns require additional information. This checklist is general information and is not tax or legal advice.