



Fortress Accounting & Tax Services
209 -1021 Court Ave, Winnipeg, MB
431-777-8297 | 204-333-5767
info@canadataxreturn.ca
<http://www.canadataxreturn.ca>

Corporation Tax Return Checklist

1. Legal Documents:

- ✓ Articles of incorporation, partnership agreements, etc
- ✓ Social Insurance Number (SIN)

2. Previous Tax Returns: (if applicable)

- ✓ Copies of the previous year's tax returns.

3. Bank Statements:

- ✓ Monthly bank statements for all business accounts.

4. Credit Card Statements:

- ✓ Monthly credit card statements for all business cards.

5. Receipts and Invoices:

- ✓ All receipts and invoices for income and expenses.
- ✓ Expense invoice ONLY paid by personal Bank Account and personal credit cards.

6. Payroll Records:

- ✓ Detailed records of employee salaries, wages, and benefits

7. Assets Register:

- ✓ A list of all assets owned by the business.



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8. Depreciation Schedules:

- ✓ Records of asset purchases and depreciation calculations.

9. Leases and Rental Agreements:

- ✓ Copies of leases for equipment (e.g. Trucks), office space, etc.

10. Loan and Debt Agreements:

- ✓ Documentation of any outstanding Bank loans, Mortgage, or debts.

11. Business Mileage Log: (if applicable)

- ✓ A log of business-related mileage.
- ✓ A log of business-related working days on Long-haul truck.

12. Aging Report Accounts Receivable & Accounts Payable: (if applicable)

- ✓ A report showing outstanding customer invoices and their aging.
- ✓ A report showing unpaid bills and their aging.