

T2 Corporate Year-End Tax Checklist

- Prior year's Notice of Assessment
- Prior year's T2 corporate income tax return
- Articles of Incorporation
- Monthly Bank Statements (preferably in PDF)
- Monthly Bank Transactions (in excel or csv format)
- Monthly Credit Card Statements (preferably in PDF)
- Monthly Credit Card Transactions (in excel or csv format)
- Payroll Notice of Assessment – (for current year, if already filed)
- HST Notice of Assessment(s) – (for current year, if already filed)
- Home Office Expenses (if applicable for items like rent, mortgage interest, and utilities)
- Mileage – applicable for business use for personally owned vehicles
- Estimated ending inventory balance at year-end
- List of unpaid suppliers invoices (payables) at year-end
- List of annual sales showing customer, gross sales, HST collected (if applicable)
- List of outstanding sales invoices
- Amount of dividends declared for the tax year

Note: Not all documents above may apply.