

Documents required for your Corporate Tax Return

1. List of all bank accounts held by the corporation
2. Copies of bank statements for all the bank accounts listed above
3. Copies of revenue invoices
4. Copies of all the expenses that correspond to your business
5. If vehicle is owned by the corporation, then please provide the backup for the following expenses:
 - Fuel
 - Repair and maintenance
 - Insurance expense
 - Finance interest or lease payments
 - Parking expense
 - Tolls
 - License and registration expenses
 - Total Mileage for the vehicle differentiating the mileage used for the business
6. If vehicle is not under the name of the corporation, then please provide us the following:
 - Kilometre driven for the business purpose
 - Parking expense
7. If you use your home as a business space, then please provide:
 - Heat
 - Electricity
 - Insurance
 - Repair and maintenance
 - Property tax or rent
 - Mortgage interest, if any
8. If you use your personal bank account for your business, then please forward the bank statements with highlighted business transactions.
9. List of Assets the corporation owns and all originating documents for the assets
10. List of Loans acquired under the corporation and all originating documents for the corresponding loans
11. A record of all money withdrawn for personal use
12. Any other information that is related to the corporation, like donation etc.