

Filing your own taxes takes time and patience. Why struggle to navigate all those confusing rules when our team can handle your tax preparation for you?

When you work with us, you'll benefit from our attention to detail and up-to-date knowledge of tax preparation guidelines. We can comb through your financial records to make sure you're not missing out on any deductions while taking steps to help you **legally** minimize your tax burden.

Here is the list of items we usually ask for to prepare a corporate tax return.

- 1 First and last pages of the registration documents (Articles of Incorporation)
- 2 Full address, telephone number for corporation and owners
- 3 Business Number (GST number) _____
Provincial Corp. Tax Account Number _____
Provincial Corporation Number _____
- 4 Shareholders Names _____
Social Insurance Numbers _____
% of shares owned & type _____
- 5 Incorporation Date _____
Corp. Year End _____
- 6 Bank statements, cancelled cheques
- 7 All sales invoices or a summary
- 8 All purchase invoices or a summary
- 9 All other bills & any significant contracts
- 10 All GST/HST, PST, Payroll, WCB, etc.. reports filed during the tax year
- 11 List of all personal bank deposits
- 12 List of equipment purchased and/or sold