

# Corporate Tax Checklist



## On The Year-End Date

- Count your inventory (including a description and fair market value).
- Note cash deposits and cheques received that have not been deposited.
- Record your cash on hand, floats, and/or petty cash total.

## By 45 Days After Your Year-End

- Complete your bookkeeping up to your year-end date.  
If you use QuickBooks, create a backup copy of your completed bookkeeping.  
If you use our bookkeeping service, provide your bookkeeper all outstanding statements to the year-end.
- Bank and credit card statements for the month of your year-end and the first month following.
- Loan and/or line of credit statements showing the year-end balances and interest paid.
- Any invoices for capital assets bought or sold during the fiscal year.
- If your corporation holds investments, gather all investment statements for the year.
- Review accounts receivable and note any bad debts that need to be written off.
- All Co-op equity statements and T4A's received during the year.
- Vehicle mileage logbook report or estimate of kilometers driven for business during the year.
- Home office expenses (utilities, home insurance, property taxes, mortgage interest).  
Square footage of your home.  
Square footage of your home office.
- Personal cell phone & Internet costs for the year along with a percentage related to business use for each.

## Farmers

- The AgrilInvest balance in your bank account on your year-end along with any AgrilInvest statements received during the year.
- A list of any deferred crop as of the year-end.



## Important Dates

February 28 or 29 ..... T4 and T5 filing deadline  
March 31 ..... Family trust filing deadline  
45 Days After Year-End ..... Provide us with your year-end file  
3 Months After Year-End ..... GST payment deadline if filed annually  
6 Months After Year-End ..... Corporate tax filing deadline

