



AH Accounting Service

T2 Corporate Tax Return — Client Intake Form & Document Checklist

SECTION 1 — CORPORATE CLIENT INFORMATION

Legal Corporate Name

Business Number (BN)

Corporation Number

Registered Business Address

City

Province / Territory

Postal Code

Fiscal Year Start (YYYY-MM-DD)

Fiscal Year End (YYYY-MM-DD)

Primary Contact Name & Title

Phone Number

Email Address

Is this a first-year filing: Yes No

Previously filed with AH Accounting: Yes No

SECTION 2 — CORPORATE DETAILS

Province(s) of Operation

☐ Corporation operates in only one province

☐ Corporation operates in multiple provinces (list below)

Province(s) / Territories:

Type of Corporation

☐ Canadian-Controlled Private Corporation (CCPC)

☐ Other private corporation

☐ Public corporation

☐ Non-resident corporation

Industry / Business Activity

Primary Business Activity (describe briefly)

NAICS Code (if known)

GST/HST Account Number

SECTION 3 — DOCUMENT CHECKLIST

■ Please check each item you are providing. Leave blank if the item does not apply to your corporation.

Financial Statements

- ☐ Internally prepared Income Statement (Profit & Loss)
- ☐ Balance Sheet as at fiscal year-end
- ☐ General Ledger / Trial Balance
- ☐ Bank statements (all accounts, full fiscal year)
- ☐ Credit card statements (business cards)

Corporate Records

- ☐ Prior year T2 corporate return (if applicable)
- ☐ CRA Notice of Assessment from prior year
- ☐ Articles of Incorporation / Certificate of Incorporation
- ☐ Shareholder register & share structure

Income & Revenue

- ☐ Summary of revenue by category / stream
- ☐ Accounts receivable aging report (year-end)
- ☐ Contract or invoicing records (if requested)

Expenses & Deductions

- ☐ Payroll summary / T4 Summary (if employees)
- ☐ Subcontractor / T4A summary (if applicable)
- ☐ Accounts payable aging report (year-end)
- ☐ Receipts for large or unusual expenses
- ☐ Lease agreements (office, equipment, vehicles)
- ☐ Loan / financing agreements and statements

Capital Assets

- ☐ Fixed asset schedule / Capital Cost Allowance (CCA) continuity schedule
- ☐ Invoices for asset purchases or disposals during the year
- ☐ Vehicle logbook(s) — if vehicle expenses claimed
Required for CRA compliance

GST / HST

- ☐ GST/HST returns filed for the period (all reporting periods)
- ☐ GST/HST working papers / schedules

Other / Miscellaneous

- ☐ Investment income slips (T3, T5, T5013)
- ☐ Scientific Research & Experimental Development (SR&ED) information
If claiming SR&ED credits
- ☐ Provincial tax credit information
- ☐ Any CRA correspondence received during the year

SECTION 4 — YEAR-END QUESTIONS

Changes During the Year

Were there any changes to shareholders or share structure: Yes No

Were there any changes to directors or officers: Yes No

Did the corporation acquire or dispose of any significant assets: Yes No

Were any dividends declared or paid to shareholders: Yes No

Did the corporation have any inter-company transactions or related-party dealings: Yes No

Was the corporation involved in any legal disputes or settlements: Yes No

Tax Instalment Payments

☐ Corporation made monthly / quarterly instalment payments to CRA

Total instalment payments made during the fiscal year: \$

Additional Information

Is there anything else we should know to prepare your return accurately?

SECTION 5 — AUTHORIZATION & SIGNATURE

■ By signing below, you confirm that all information provided is accurate and complete to the best of your knowledge, and authorize AH Accounting Service to prepare and file the T2 Corporate Income Tax Return on behalf of the corporation.

Authorized Signing Officer (Print Name)

Title / Position

Signature

Date (YYYY-MM-DD)

AH Accounting Service

Please return this completed form along with all applicable documents. Contact us at your earliest convenience.

For Internal Use Only

Received By	Date Received	File Reference #