

WHAT TO SEND

FORM GA-16 · T2 CORPORATE DOCUMENT CHECKLIST

EVERY RETURN STARTS HERE

- ☐ Financial statements, or a trial balance and general ledger at year-end
- ☐ Bank and credit card statements for the last month of the year
- ☐ Loan and line-of-credit statements at year-end
- ☐ Any CRA letters from the year
- ☐ Corporate Tax Intake, Form GA-15

NEW CLIENTS, FIRST YEAR ONLY

- ☐ Last year's T2 and its notice of assessment
- ☐ Articles of incorporation and any amendments
- ☐ Share register and list of directors
- ☐ Capital cost allowance schedule (Schedule 8 — from last year's return)

ASSETS & VEHICLES

- ☐ Invoices for equipment, vehicles or other assets bought
- ☐ What was sold or scrapped, the date, and the price
- ☐ Vehicle log — business km and total km — for each company vehicle
- ☐ Lease agreements for vehicles or premises

PAYING THE OWNERS & STAFF

- ☐ T4 summary and slips — salaries and bonuses
- ☐ T5 summary and slips, and the dividend resolutions
- ☐ Shareholder loan — money in and out during the year
- ☐ Amounts paid to related people or companies
- ☐ Minute book updates — share changes, new directors

TAX ACCOUNTS

- ☐ GST/HST returns filed for the year
- ☐ Corporate tax instalments paid, with dates and amounts
- ☐ Payroll remittance statements
- ☐ Government grants or subsidies received

INVESTMENTS & OTHER

- ☐ Investment statements — T5, T3, T5008 + what was originally paid
- ☐ Rental income and expenses
- ☐ Foreign holdings — cost and income (T1135 over \$100,000)

Missing something? Send what you have and we'll tell you exactly what's still outstanding. Everything comes to us through the upload page at greywoodadvisory.ca/send-documents, never as email attachments.