

# INCORPORATED BUSINESS TAX CHECKLIST

If you own a corporation in Canada, you'll most likely need to file a T2 return with the Canada Revenue Agency (CRA) each year to report and pay corporate income taxes. Also known as a "declaration of corporate income," the T2 applies to all Canadian-controlled private corporations (CCPCs) and is based on a corporation's fiscal year. So remember to file your return within 6 months of the end of your fiscal period.



This checklist can help you with your T2 tax preparation and ensure you have all the key information needed to file your return accurately and on time.



## What You'll Need to Start

### Collect These Essential Business Details:

- ☐ Fiscal Year Start and End
- ☐ Legal Business Name
- ☐ Shareholder Information
  - ☐ Shareholder Names
  - ☐ Business Numbers (BN) or Partnership Account Numbers
  - ☐ Social Insurance Numbers (SIN)
  - ☐ Trust Number
  - ☐ Percentage Common Shares
  - ☐ Percentage Preferred Shares
- ☐ CRA Business Number
- ☐ Goods and Services Tax (GST) or Harmonized Sales Tax (HST) Number (and collected amount)
- ☐ Industry Code
- ☐ Corporation Contact Details



## Key Tax Forms and Schedules

### Be Sure To Have This Key Information Readily Available For Your Business:

- ☐ T2 Corporation Income Tax Return
- ☐ General Index of Financial Information (GIFI) Codes
  - ☐ A set of codes used in Canada to organize and report financial info on corporate tax returns
- ☐ CRA Schedules (plus any additional that may apply)
  - ☐ Schedule 4 - Corporation Loss Continuity
  - ☐ Schedule 8 - Capital Cost Allowance (CCA)
  - ☐ Schedule 50 - Shareholder Information
  - ☐ Schedule 100 - Balance Sheet
  - ☐ Schedule 125 - Income Statement



## Financial Statements

### Prepare Your Key Financial Reports:

- ☐ Income Statement (Revenue and Expenses)
- ☐ Balance Sheet (Assets, Liabilities, Equity)
- ☐ Cash Flow Statement



## Common Business Expenses

### Track All Eligible Expenses to Maximize Deductions - And Keep Receipts On Hand:

- ☐ Salaries and Wages
- ☐ Office Supplies
- ☐ Advertising and Marketing
- ☐ Rent and Utilities
- ☐ Insurance
- ☐ Bad Debts
- ☐ Capital Asset Additions/Disposals
- ☐ Mileage/Vehicle Use



## Shareholders and Loans

### Keep These Numbers Current:

- ☐ Shareholder Loans
- ☐ Dividends Paid
- ☐ Related-Party Transactions



## Tax Credits and Losses

Claim and Apply These Credits to Reduce Your Tax Bill:

- ☐ Eligible Federal and Provincial Tax Credits
- ☐ Business Losses and Carryforward Balances
- ☐ Explainer on the Small Business Deduction (under specific tax credits)



## Filing and Deadlines

File On Time and Avoid Penalties:

- ☐ Final Payment Dates: 2 months post fiscal year end <\$500k in taxable income or 3 months post if above 500K in taxable income
- ☐ Keep Up With Instalment Payments
- ☐ Late Filing Penalty: Minimum \$100 or Higher, Based On Tax Owed



## Other Important Tax-Related Filings

In Addition to the T2 Return, You May Need to File These Other Tax Documents:

- ☐ Payroll Returns
- ☐ GST/HST Returns

Using trusted software like TurboTax Business Assisted simplifies the process, giving you confidence and peace of mind every step of the way. If you have questions, TurboTax experts can review your T2 to make sure you're getting every deduction you're eligible for – keeping more money in your business.