

Top Shelf Bookkeeping Ltd.

Corporate Tax Intake Form

Date Received: _____ Location: _____

Corporation Info:

Fiscal year end: _____ Tax year to be completed: _____

Corp tax installments made? _____

Head office address: _____

Mailing address (if different): _____

Location of books and records (if different): _____

Shareholder Info:

Name: _____ SIN#: _____ % ownership: _____ Class of Shares: _____

Address: _____

Name: _____ SIN#: _____ % ownership: _____ Class of Shares: _____

Address: _____

Name: _____ SIN#: _____ % ownership : _____ Class of Shares: _____

Address: _____

Office #: _____ Home #: _____ Cell #: _____

Best time to call: _____ Other Info: _____

Name of person providing information: _____

Contact information for financial questions: _____

Authorized signers name and contact info if not listed above: _____

Corporate Affiliations:

Is your company: **Affiliated with**, **Associated with**, and/or **Connected to** any other corporations?
(Please circle any/ all that apply)

If yes list **NAME, BUSINESS NUMBER, and FULL ADDRESS:**

Do you have any non-resident shareholders? Yes / No

Have there been any changes in control since last tax filing? Yes / No

Capital Assets:

List of capital assets **purchased** during the year, their cost, purchase date:

List of all capital assets **disposed** of during the year, proceeds, and date sold:

Other information:

Is the corporation registered for GST/ HST?

If yes

GST/HST number _____ RT _____

What is your remittance schedule? _____

Did you make installments? (Annual only)\$ _____

Is the corporation registered for Payroll?

If yes

Payroll number _____ RP _____

How many employees? _____

T4's filed? _____

Has the corporation received any dividends during the year?

How much \$ _____

What software program is being using for accounting purposes? _____

List of required information for corporate tax preparation:

- Backup of software (if applicable)
- Financial statements, Income Statement, Balance sheet
- Source documents if no statements produced
- All government remittances and notices of assessment
- Previous year's tax returns
- Bank statements
- List of all payables at year end
- List of all receivables at year end
- Payroll information
- Worksheets for home office and auto usage
- Record of all investments made by the corporation
- Other special directions _____
