L. Liang Inc.
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CORPORATE INCOME TAX RETURN CHECKLIST

Corporation's name
Head office address: if differ from registration paper, please update in CRA first)
Business number:
Phone number: Email:
Business activities: Percentage:
Shareholder name: SIN:
Residence for tax purpose: Share percentage:
Any shareholders changed in the year?

For new client, if any, please bring prior year tax return & assessment and go to CRA "MY ACCOUNT"/ UNDER PROFILE >MANAGE REPRESENTATIVES>ADD our BN:810478172

Are there any Foreign Property adjusted cost base >$100,000

General information needed for corporate year end:

1. Incorporation documents
2. Previous year end file including trial balance, adjusting entries, T2 and financial statements from the previous accountant (pdf format is preferable)
3. Last month bank statements, credit card statement, and loan statement. We might need the bank statements covering the whole period if bank is not reconciled
4. sum up the expenses and fund paid by shareholder
5. If using Excel for bookkeeping, please use our bookkeeping template or a similar format
6. If using QuickBooks, please specify the type, version, copy (accountant or backup), password
7. If using Sage, please
   a) Make sure the user right is read/write
   b) Share the folder using Google drive, One Drive or DropBox, make sure they are the pair of .SAI file and the folder. NOT IN BACKUP FORMAT
   c) Provide password
   d) Provide A/P A/R aging summary
8) For Investment accounts, please provide the investment reports based on the fiscal period