

CANADIAN CORPORATE TAX RETURN – T2 COMPREHENSIVE CHECKLIST

For Private Corporations (Including CCPCs)

1. Corporate Information

- Legal name of corporation
- Operating name (if different)
- Business Number (BN)
- Corporation number
- Date of incorporation
- Jurisdiction of incorporation (Federal / Provincial)
- Registered office address
- Mailing address (if different)
- Fiscal year-end date
- Nature of business (NAICS code if available)
- Active / Inactive during the year

2. Shareholder & Ownership Details

- List of shareholders
- Share classes (Common / Preferred / Special)
- Number of shares issued & outstanding
- Percentage shareholding
- Share transfers during the year
- Non-resident shareholders (if any)

3. Directors & Officers

- List of directors (names & addresses)
- Officer details
- Changes during the year

4. Income Sources

- Active business income
- Professional income
- Rental income
- Interest income
- Dividend income (T5 / T3)
- Capital gains- shares or other

- Foreign income
- Partnership income (T5013 / T5018)
- Government grants / subsidies

5. Expense Breakdown (Division Heads)

- Salaries & wages
- Subcontractor payments (T5018 applicable?)
- Management fees
- Rent / Lease expense
- Utilities
- Insurance
- Property taxes
- Office expenses
- Professional fees (legal/accounting)
- Advertising & marketing
- Travel & meals
- Vehicle expenses
- Interest expense
- Bank charges
- Repairs & maintenance
- Depreciation (CCA schedule required)

6. Payroll & T-Slips

- T4 Summary & slips
- T4A issued
- WSIB / WCB filings
- Payroll remittance summary

7. GST/HST & Other Accounts

- GST/HST returns filed
- Input Tax Credits claimed
- Payroll account balance
- Corporate income tax instalments paid

8. Assets & Liabilities

- Cash & bank balances
- Accounts receivable aging
- Inventory valuation

- Capital asset additions/disposals
- Loan agreements
- Mortgages payable
- Related party balances

9. Foreign Investments & Reporting

- Foreign bank accounts
- Foreign property holdings
- Foreign subsidiaries/affiliates (T1134 required?)
- Foreign income earned
- Foreign taxes paid
- T1135 filing requirement

10. Investment & Holding Corporation Items

- Inter-corporate dividends
- CDA balance
- Investment income breakdown

11. Tax Attributes & Carryforwards

- SR&ED credits
- Associated corporations, if any

12. Other Compliance Matters

- Changes in accounting policy
- Related party transactions
- Corporate restructuring during the year

13. Prior Year & CRA Notices

- Prior year T2 return
- Notice of Assessment
- CRA correspondence
- Instalment payments made

Final Declaration

- I confirm the above information is complete and accurate to the best of my knowledge.

Authorized Signatory: _____

Position: _____

Date: _____