

## **Rana Accounting & Tax Services Inc.**

Winnipeg, MB

Labib Rana

(431)374-6695

payhubmb@outlook.com



### **Corporate (T2) Checklist**

Legal Documents

Legal business name

Business number (BN)

Bank Statement

Invoices & Receipts

Payroll Documents

Rental & Leases

Fiscal year-end date

Prior year T2 return

Shareholder names and ownership percentages

Business address and mailing address

Contact details (email, phone)

Prior year Notice of Assessment (NOA) from CRA

Any carryforward balances

Non-capital losses

Capital losses

Charitable donations

GST/HST filings and amounts for the year

Payroll summaries and T4 slips (if applicable)

T5 slips issued (for dividends)

CRA correspondence or audits

Corporate income tax installment payments (proof or summary)

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Loan or lease schedules (for business vehicles or equipment)

Business-use-of-home expenses (if applicable)

Vehicle logbook and automobile expenses (if claiming vehicle use)

Change of fiscal year (if applicable)

**If we have any questions or require clarification while preparing your T2 return, we will reach out to you.**

**Please give your email & WhatsApp number**