

# Impôtaxe

1412 rue Sauvé Est, Montréal (Québec) H2C 2A4

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## Incorporated Companies

*Here is a list, not exhaustive, of the documents to submit to us to produce your corporation tax returns.*

### BOOKKEEPING AND TAX RETURNS (GST/QST - HST)

#### Statements/Lists

- ☐ Bank statements and detailed information on the source of payments and withdrawals
- ☐ Credit card statements and detailed information on the source of payments and withdrawals
- ☐ Deposit slips (information on the source of the amounts deposited in the bank account)
- ☐ List of payments and other amounts received but not yet deposited in the bank
- ☐ List of all cheques issued, but not yet recorded at the bank
- ☐ Petty cash detail

#### Sales/Services

- ☐ Sales invoices (information on special payment terms)
- ☐ List of receivables from your clients
- ☐ List of all assets of the business sold during the period with the sale price

#### Purchases

- ☐ Purchase invoices paid or unpaid
- ☐ Amounts due to your suppliers / distributors
- ☐ Detailed list of all assets acquired since the start of the business (date of purchase, original cost and amortization detail since purchase)

#### Contracts

- ☐ Leases or rental contracts
- ☐ All contracts or agreements concerning the company (customers / suppliers / others)
- ☐ Statements or loan agreements (letter of receipt for all loans repaid at 100% during the period)

#### Other

- ☐ Pay reports
- ☐ Certificate or statement of investments
- ☐ New company
  - Book of minutes
  - Acquisition agreement
  - Proof of the amount disbursed for the acquisition
  - Breakdown of the acquisition cost over the net assets of the company (acquisition of assets)

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## **FINANCIAL STATEMENTS – if your bookkeeping is not produced by us**

- ☐ Electronic accounting files (Simply Accounting, Quickbooks, Excel, etc.)
- ☐ GST / QST - HST reports
- ☐ Previous Notice of Assessment / Rebate for GST / QST – HST

## **INCOME TAX RETURNS**

- ☐ Financial Statements for the current year - **If not produced by us**
- ☐ Financial Statements from the previous year - **If not produced by us**
- ☐ Income tax returns of corporations of the previous year (Revenue Canada & Revenu Quebec) - **If not produced by us**
- ☐ Latest notices of assessment (Revenue Canada & Revenu Quebec)
- ☐ Installment payments to the Canada Revenue Agency & Revenu Quebec
- ☐ All correspondence received from the Canada Revenue Agency & Revenu Quebec
- ☐ Certificate of incorporation - **new incorporation**

## **CHANGES**

*Please tell us about any changes in the company and shareholders. Here is a list of the most common changes :*

- ☐ Change in ownership of the company in question or any other business in which a shareholder holds a stake
- ☐ Change of address of the company
- ☐ Change in the number of full-time or part-time employees