

# A R T A X

## CORPORATE TAX PREPARATION WORKSHEET

1. **Name of corporation**

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2. **Business number**

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3. **HST registered?**

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4. **Fiscal start**

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*Example: 7 January 2019*

5. **Fiscal end**

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*Example: 7 January 2019*

6. **Date of incorporation**

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*Example: 7 January 2019*

7. **Type of business**

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8. **Jurisdiction incorporated**

Provincial or Federal

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9. **Head office address**

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10. **Mailing address (if different from head office)**

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11. **Phone number**

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12. **Signing officer**

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**13. Directors, their SINS and % ownership**

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**14. INCOME AND EXPENSES**

**Please provide Profit and Loss financial statement**

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**15. YEAR END BALANCES**

**Please provide Balance Sheet financial statement**

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**16. Did you or any directors withdraw funds from the corporation?**

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**17. Did you or any directors pay for expenses personally for the corporation?**

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**18. Is the corporation taking a deduction for any personally paid expenses?**

This would include such costs as a portion of home expenses, phone, internet, car

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