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A GARG CPA
PROFESSIONAL CORPORATION

SMALL BUSINESS TAX CHECKLIST 2021

2021 SMALL BUSINESS TAX CHECKLIST

BUSINESS DETAILS

- Constitution- if Sole Proprietor, Partnership or Corporation
- Business ownership details
- Business/ Corporation Year End
- Incorporation or Start Date
- Business/Corporation Number
- Main products/ Services
- Owner's Name
- If HST Registrant
- If Payroll Registrant
- Main business customers
- Business Address

COMMENTS IF ANY

BUSINESS INCOME

- Sales Invoice Listing
- HST Return if filed
- Investment Income
- Dividends from related corporations
- Other

COMMENTS IF ANY

BUSINESS EXPENSES

- All expenses listing/ Invoices
- Automobile Details
- Kilometres driven for business
- Home Office Expenses
- Staff Payroll details
- Management Salary/ Dividends

COMMENTS IF ANY

OTHER DOCUMENTS

- Bank Statements
- Prior year tax return
- Prior year Notice of Assessment
- AR and AP listing
- List of Assets
- If access to CRA my business account

COMMENTS IF ANY

Is there anything else you like to have on hand when preparing your tax return? If so, please let us know.



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