

CORPORATE YEAR END CHECKLIST

When to file your corporation income tax (T2) return

To avoid penalties, you must file your return **no later than six months** after the end of each tax year. The tax year of a corporation is its fiscal period.

When the corporation's tax year ends on the last day of a month, file the return by the **last** day of the sixth month after the

When the last day of the tax year is not the last day of a month, file the return by the **same** day of the sixth month after the end of the tax year.

Example

If your tax year ends March 31, your filing due date is September 30. If your tax year ends August 31, your filing due date is February 28.

If your tax year ends September 23, your filing due date is March 23.

When the T2 filing deadline falls on a Saturday, Sunday, or public holiday, CRA will consider the return filed on time if it is sent on the first business day after the filing deadline.

Note

You must file a return no later than **three years** after the end of a tax year to receive a tax refund.

IMPORTANT:

Any outstanding income tax is due 3 months after year end to avoid interest**

INSTALMENTS

Generally, corporations have to pay their taxes in instalment payments. An instalment payment is a partial payment of the total amount of tax payable for the year. However, you may not have to make instalment payments on your federal taxes if the total of your taxes payable for either the current or previous year, is \$3,000 or less.

The following is what is required to complete your corporate return and financial statements:

1. All source documents to record revenue. These include invoices issued to customers, or cash register tapes, as well as any outstanding (receivables) at year end.
2. All source documents to record expenses. This would include all invoices paid out of company chequing account during year as well as any outstanding (payable) at year end.
3. All bank statements along with cancelled cheques (or images thereof) for the complete year as well as the first month following the year end.
4. Any credit card statements used for business purposes along with invoices paid by these credit cards.
5. Any expenses paid personally, either cash from personal funds or any other payment source not included in credit card listed in #4 or cheque paid bills listed in #2.
6. If applicable, all payroll records for the fiscal year.
7. If a bookkeeping system is in place, the journals and/or ledgers for the fiscal year end. If bookkeeping system is computerized, please contact our office to discuss what we will require from you.

Additional for **new** Tremblay Bookkeeping clients that have filed returns previously:

8. Copy of prior year financial statements
9. Copy of prior year corporate tax return, along with Notice of Assessment from CRA if available.

** If instalment payments were not made as required, interest and/or penalties may still apply even if balance paid within 3 months