



Electro Accounting
Accounting & Financial Services

electroaccounting@hotmail.ca
Fax: 416-491-7102

DOCUMENT CHECKLIST FOR BUSINESS INCOME TAXES

- Articles of Incorporation
 - Ontario Corporation No.
 - Federal Corporation No.
- Copy of Federal and Provincial Taxes
- General Ledger, Trial Balance, Income Statement, Balance Sheet
- Bank Statements and Cancelled cheques
- Pay Roll Information
 - Employee's Name
 - SIN
 - Address
 - Date of Birth
 - Original Date of Hire
 - Pay Rate
 - Salary
 - Hourly
- Payroll Source Deductions Form
- GST/HST Details
 - GST/HST Account No.
 - Copy of Prior Year Returns
- Purchase Invoices
- Automobile Expenses
 - Gas
 - Automobile Insurance
 - Automobile Repair and Maintenance Bills
 - Car Wash and Parking
 - 407 Toll Fees
- Other Repair and Maintenance Bills for Business
- Stationary Bills
- Advertising Bills
- Telephone, Cell Phone, and Internet Bills
- Meals and Entertainments Bills
- Legal and Professional Fee Receipts
- Business Insurance Receipts
- Travel Receipts
- Rent Payments Receipts
- Cash Payment Receipts
- Credit Card Payments Receipts
- Deposit Book or Details of Bank Deposit
- Deposit Details for Credit Card
- Sales Invoices