

Corporate Client Intake Form



Corporate Information	
Corporation name	
Operating name (If applicable)	
Business number	
Fiscal year end (MM/DD/YYYY)	
Contact name	
Phone number	
Email address	
Major business activity (description and %)	
Secondary activity (description and %)	
Did the corporation own foreign property at any time in the tax year with a total cost of more than \$100,000?	

Address Information

Current address	
City, province	
Postal code	

Year End Checklist

Documents Required	✓	Comments
Bookkeeping records - User permissions for online bookkeeping software (such as QBO), or bookkeeping file with passwords		
Bank/credit card - Copies of statements and reconciliations for the entire fiscal year and first month of the next fiscal year.		
Outstanding cheques or deposits - Listing of outstanding cheques or deposits as of your fiscal year end date.		
Accounts receivable - Copies of listing at year end		
Accounts payable - Copies of listing at year end		
Insurance policy - If paid annually, copies of policy		
Capital assets that have been bought or sold during the fiscal year (Please provide a list and receipts).		
New loans or leases - Please provide copies of financing documents		
Inventory list - Year end inventory list		
Change in shareholders - Please indicate the percentage ownership of each owner. Include SIN # of new owners.		
Major contracts/agreements - Please provide copies		

Home Office Expenses (If Applicable)

Square footage used for business purposes	
Total square footage of the home	
Expenses:	
1. Mortgage interest or rent	
2. Property taxes	
3. Utilities	
4. Insurance	
5. Repairs and maintenance	
6. Telephone	
7. Internet	
8. Others (please indicate)	

Here are some rules regarding business-use-of-home.

You can deduct expenses for the business use of a work space in your home, as long as you meet one of the following conditions:

- it is your principal place of business
- you use the space only to earn your business income, and you use it on a regular and ongoing basis to meet your clients, customers, or patients

Mileage Amounts (For business use of personally owned vehicles)

If a full mileage log is not available, please provide your mileage figures per month.

Allowance mileage rates periodically change. Monthly details will allow us to calculate the appropriate rates for you.

Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	
Month 7	
Month 8	
Month 9	
Month 10	
Month 11	
Month 12	
Total Business Use of personal Vehicle	

Please note that trips to and from your main place of business are considered to be personal.

Optional Items

Fully Deductible meals and entertainment

Under the Income Tax Act of Canada, a corporation may deduct 100% of the cost of up to six functions or events in which all staff are eligible to attend. These costs are not subject to the 50% deductibility rules that typically apply to meals and entertainment expenses.

Please provide details of these expenses so that they can be fully deducted on your corporate tax return.

Annual General Meeting (AGM)

Under the Income Tax Act of Canada, a corporation is eligible to deduct the costs of the Annual General Meeting of shareholders.

Please provide details of these expenses so that we can ensure they are deducted on your corporate tax return.