



CORPORATION INCOME TAX PACKAGE

Dear Client:

The simplified **Corporation Income Tax Package** is designed to assist you in gathering the reporting information and documents necessary for preparing your return.

Key deadlines:

HST return and amount owing (annual filers) – 3 months after year-end.

HST return and amount owing (quarterly filers) – 1 month after year-end.

Corporation T2 tax return and tax owing – 3 months after year-end

Payroll T4/T5 Filings (if applicable)– Last day of February (February 28 or 29) of every year

AccoTax CPA Professional Corporation | Chartered Professional Accountant

☎ 226.566.3086

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www.accotaxcpa.ca

OUR CORPORATION TAX FILING PROCESS

1. New clients – create a [secure portal](#) account. For existing clients, we will send you an email with your new portal account.
2. Review and sign our engagement letter that will be sent to you and pay fee deposit as agreed upon in the engagement letter.
3. Authorize us as your accountant by following these simple steps:

Representative authorization

For tax filing purposes CRA has changed their process for business authorizations as now the business owners need to directly log into their CRA business account online and add our firm business number manually to grant access to online account.

*Once you log into your CRA business account, kindly click on Profile, then scroll down to find a link on your right for “Manage my representatives”> Then click “Add a representative”> then add my business number **775540131**> then you’ll see our firm name “AccoTax CPA Professional Corporation”> then click “Level 2 access”> you can leave expiry date blank > then click “all program accounts”>then click submit.*

4. Review our corporation tax checklist included in this package and send us applicable information via email or upload on our secured portal or email your documents to info@accotaxcpa.ca.
5. We will prepare your tax return (s) and send draft to you for review.
6. Once finalized, we will send T183 approval form for signing along with our final invoice for payment.
7. Once we receive signed approval forms and payment, we will e-file your return(s) and send confirmation of filing.



Canadian Small Business Tax Checklist:

Dear Client, please organize all your documents so that you can get all the tax credits and deductions. Here is a checklist to assist you.

•Sole-proprietorships

If you run a sole proprietorship, you do not have to file a separate tax return for business income, but instead report the business income on your tax return (T1)

Sole proprietor:

- ☐ Invoices and receipt, pay stubs or payroll information and GST/HST returns - if bookkeeping is up to date.
- ☐ All your T-slips for the year
- ☐ Business income and costs arrangement for the year to be documented - assuming accounting is finished
- ☐ Information on any other income

Corporation:

- ☐ Last year's return
- ☐ Employee deductions payable at end of fiscal year
- ☐ Copy of minute book/director's resolutions
- ☐ Invoices and receipts, payroll information, bank statements – if bookkeeping services are provided
- ☐ Copy of incorporation papers
- ☐ Latest Notice of Assessment
- ☐ Accounts receivable at end of fiscal year
- ☐ Amounts payable at end of fiscal year
- ☐ Financial statements and trial balance – if already

prepared

- ☐ All T-slips the corporation received
- ☐ GST/HST return(s) for the tax year
- ☐ Fixed Asset Continuity Schedule

Inventory

- ☐ Materials and supplies
- ☐ Beginning inventory total dollar amount
- ☐ Ending inventory total dollar amount
- ☐ Inventory purchases
- ☐ Items removed for personal purposes

•Corporations:

If you run your business through a corporation, you must file a separate tax return (T2) for your business income because your company is a separate legal entity under Canadian Tax Law

Expenses

- ☐ Business insurance – for business assets, liability
- ☐ Payroll data for employees; PD7A; statement of account
- ☐ Other employee expenses
- ☐ Accounts payable at end of fiscal year (cash basis)
- ☐ Interest expense – business loans, investments expenses
- ☐ Professional fees – lawyers, accountants, and consultants
- ☐ Office supplies
- ☐ Rent/Property tax
- ☐ Utilities
- ☐ Advertising
- ☐ Vehicle expenses – fuel, insurance, lease/bill of sale, payments with interest, repairs, maintenance, parking, cash washes
- ☐ Mileage log or kilometers driven for business purposes
- ☐ Travel
- ☐ Meals and entertainment: receipts should have a list of who

Capital Assets

Capital assets cannot be expensed in the year acquired but

must be depreciated over the period of ownership. A separate record should therefore be kept of the purchase and sale of capital assets. Typical examples would include:

- ☐ Machinery and equipment
- ☐ Buildings
- ☐ Vehicles used for business
- ☐ Tools

Home Office Expenses

If you work out of your home, you may be able to deduct a portion of your home offices expenses. The tax rules differ, depending on whether you file as a sole proprietor or for a corporation. These expenses include:

- ☐ Cable/Internet
- ☐ Utilities
- ☐ Home maintenance and repair costs
- ☐ Home insurance payments
- ☐ Mortgage interest (not principal) or rent
- ☐ Property tax payments



Pricing for Corporate Tax Services

(HST is applicable)

Basic corporation T2 filings* bookkeeping provided by client (rate for 1 year of tax filing)		
Nil filing	(No revenue No expenses)	\$400
Regular T2 filing - low revenue/expenses	Revenue less than \$10,000	\$600*
Regular T2 filing – moderate revenue/expenses	Revenue \$30,000 - \$50,000	\$800*
Regular T2 filing - high revenue/expenses (no loans/leases/ complex issues)	Revenue \$50,000 - \$100,000	\$1,200*
Regular T2 filing - high revenue/expenses (no loans/leases/ complex issues)	Revenue \$100k-\$300k -	\$1,800*
Complex T2 filing - high revenue/expenses	Revenue over \$300k	Contact us

**Basic returns - Review of bookkeeping, preparation of adjusting journal entries and filing of corporation T2 return*

Advanced/complicated tax filings – bank loans/leases, rental property/investment income transactions, intercompany transactions (multiple companies and SBD allocation), transfer pricing, T1135 Reporting for specified foreign assets, T1134 reporting for foreign affiliates and other – **contact us for quote**

Additional Services

Bookkeeping - Includes recording bank/credit card transactions, reconciliation of ledger accounts using excel/quickbooks online/other software (online software paid for by client)	\$90 per hour
CRA correspondence by CPA (review by cra or information request – draft response for CRA letters and objections, compile package for submission)	\$250 per hour
T4/T5 filings (per slip)	\$85
HST filings	(annual filing - \$400, quarterly filing - \$150 per quarter)

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<i>Bookkeeping review only (bookkeeping prepared by client) - CPA review of bookkeeping prepared by the client and prepare adjusting journal entries and adjusted trial balance.</i>	<i>\$175 per hour</i>
<i>Allowable Business Investment Loss (ABIL) Package</i>	<i>\$245+</i>
<i>Rental Properties / Investments Held in Corporation</i>	<i>\$345+</i>
<i>Complex Tax Matters (Deemed YE, Change in Shareholders, T1135, Debt Forgiveness, etc.)</i>	<i>\$395+</i>
<i>Business Sale, Purchase, or Transfer from A Sole-Prop</i>	<i>\$395+</i>
<i>Capital Dividend Election</i>	<i>\$500+</i>
<i>CPA Compilation financial statements</i>	<i>Starting at \$600* per year (if we prepare T2)</i> <i>Starting at \$900* per year (if we do not prepare T2)</i> <i>*Basic compilation financial statements with no loans or leases</i>

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PAYROLL SERVICES

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Payroll set up – one-time fee \$250 (payroll excel schedule) per employee showing remittances owing to CRA as per frequency requested by client (weekly, bi-weekly, monthly etc.)

Paystub fee (as applicable) - \$35 per paystub

T4 - \$85

Record of employment (ROE) (manual) - \$125



FEE POLICY (as of January 1, 2026)

Our fees are payable as follows:

- 30% payable upon issuance of interim invoice at signing of engagement letter
- Remaining balance payable upon approval of final draft sent before filing or as per terms agreed upon in the engagement letter.

Firm billing rates (per hour)

Tax planning, consulting and other CRA correspondence - CPA (principal) - **\$250 plus HST (per hour)**

Associate - **\$90 plus HST (per hour)**

Our Fee policy:

Should a client wish to not proceed with the engagement once authorization forms have been signed by the client, a minimum \$100 plus HST administrative fee per tax return will be charged. Any additional time spent on the engagement including phone, in-person or email correspondence will also be charged accordingly and deducted from the interim deposit. The remaining amount will be refunded to the client accordingly.

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