

# Business Tax Filing Checklist



Company Legal Name	
Operating Name	
Contact Person	
Name of Signatory	
Address	
Telephone	Email
Business Number	Year-End(MM/DD)
Website	
Referred by	

## SHAREHOLDER DETAILS

Name	Address	Cell No	% Share	SIN

## CHECKLIST

- Automobile Use Log (Business Use of Car)
- Business Bank and Credit Card Statements
- Business Expense Bills and Receipts
- Company Articles of Incorporation
- Documents for change in Director/Shareholder
- Lease Agreement (Business Equipment and/or Real Estate)
- Loan Agreement and Statements
- Name and Business Number of Related Corporations
- Nature of Business Activity and Name of Products and Services
- New Assets Purchase Bill and Payment Proof
- Revenue Invoices (Preferably in PDF)