



ADL ACCOUNTING INC.

ACCURACY YOU CAN TRUST

Contact: +1 (604) 398-2040

Email: info@adlaccounting.ca

T2 Filing & Financial Statement Preparation Checklist

1. Business Information:

- a. Business / Trade name: _____
- b. Incorporation date: _____
- c. Corporation business number / GST number: _____
- d. PST registration number (if applicable): _____
- e. WCB registration number (if applicable): _____
- f. Business address: _____
- g. Fiscal year end: _____
- h. Contact number: _____
- i. Email ID: _____
- j. Nature of business activities: _____

2. Corporate Records & Documentation:

- Articles of Incorporation and any Amendments
- Shareholder information & share structure
- Minutes of meetings / corporate resolution (if applicable)

3. Banking and Bookkeeping Records:

- Copies of previous year's T2 return and financial statements (if new client)
- Previous year's Notice of Assessment / Reassessment (if new client)
- Accounting software backup/ trial balance (if available)
- Bank statements (for all months covering fiscal year)
- Credit card statements (for all months covering fiscal year)
- Accounts receivable at year end
- Accounts payable at year end
- Inventory at year end

4. Income Information:

- Revenue / sales reports
- GST / HST collected and remitted
- Other income (interest, dividends, rental, government grants)
- Foreign income (if any) and related documents
- Investment income statements
- T5 / T3 slips (if available)

5. Expense Documentation (if not paid using the company bank account or credit card):

- a. Advertising / marketing: _____
 - b. Office expenses: _____
 - c. Software subscriptions: _____
 - d. Supplies: _____
 - e. Small tools / equipment: _____
 - f. Professional fees (legal / accounting): _____
 - g. Business licences & permits: _____
 - h. Business / liability insurance: _____
 - i. Rent / lease payments: _____
 - j. Utilities: _____
 - k. Telephone expenses: _____
 - l. Internet expenses: _____
 - m. Bank charges / merchant fees: _____
 - n. Travel expenses: _____
 - o. Meals & entertainment: _____
 - p. Professional development / training: _____
 - q. Other expenses (please specify): _____
- _____



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6. Home Office Expenses:

- a. Home office address: _____
- b. Total home square footage: _____
- c. Office workspace square footage: _____
- d. Rent paid (if applicable): _____
- e. Home insurance: _____
- f. Interest on mortgage: _____
- g. Property taxes: _____
- h. Repair & maintenance: _____
- i. BC Hydro (electricity): _____
- j. Fortis BC Gas (heating): _____
- k. Water/ Sewage: _____
- l. Internet: _____

7. Vehicle Expenses (if used for business and not paid from the company bank account or credit card):

- a. Vehicle Make / Model / Year: _____
- b. Odometer reading (start of the year): _____
- c. Odometer reading (end of the year): _____
- d. Total KM driven for business: _____
- e. Repair & maintenance: _____
- f. Fuel expenses: _____
- g. Insurance: _____
- h. Lease payments or interest on loan: _____
- i. Parking receipts (business related): _____

8. Assets & Capital Purchases:

- a. List of assets purchased / sold (vehicles, equipment, tools, furniture, computers etc.)

- b. Cost & date of acquisition / disposition:

- c. Supporting invoices / receipts / agreements
- d. Capital cost allowance (CCA) schedule (if new client)

9. Liability & Loans:

- Loans / lines of credit
- Interest paid on loans
- Lease agreements
- Details of any shareholder loans
- Intercompany balances (if applicable)

10. Payroll & Contractor Information:

- Salaries, wages, bonuses
- T4 / T4A slips issued
- Employer contributions (CPP, EI, WCB, pension plans)
- Subcontractor payments & T5018 slips (if applicable)

11. Other Supporting Documentation:

- Bad debts written off
- Government assistance / subsidies received
- Dividends declared or paid to shareholders
- Other notes (please specify): _____

12. Client Declaration:

- a. Client Name: _____
- b. Signature: _____
- c. Date (YYYY/MM/DD): _____