

CHECKLIST FOR CORPORATE CLIENTS



PAPPU TAX

ACCOUNTING • TAX • ADVISORY

Please complete your information and provide the documents below to help us prepare your corporate taxes accurately.



1. PERSONAL INFORMATION

Full Name: _____

SIN Number: _____

Address: _____

Phone #: _____

Email: _____

Business Activity: _____



2. DOCUMENTS TO PROVIDE

- ☐ Certificate of Incorporation
- ☐ Business Number
- ☐ HST Number and Access Code
- ☐ Payroll Number and Employee Information
- ☐ Corporation Account Bank Statements
- ☐ Corporation Credit Card Statements
- ☐ Corporation Line of Credit or Loan Statements
- ☐ Sales Report / Business Income Records
- ☐ Business Expenses Receipts / Invoices
- ☐ Previous Year T2 Return



3. NOTES / MISSING DOCUMENTS

Please list any documents you are unable to provide or any other information we should know.

Thank you!

We appreciate your trust in Pappu Tax.