



Fortress Accounting & Tax Services
77 Drew Street, Winnipeg, MB
204-293-8018 | 204-333-5767
idris.taxreturn@gmail.com
<http://www.fortressaccounting.org>

Corporation Checklist

Checklist for Clients visiting our office.

- ✓ Incorporation Paperwork.
- ✓ GST / HST Electronic Filing Information paper work.
- ✓ PST Paperwork.
- ✓ Sales Report.
- ✓ Expenses report & invoices.
- ✓ Corporation Bank Statements.
- ✓ Corporation Credit Card (*Visa/Master card*) Statement.
- ✓ Personal Bank Statements (*if you have received corporation income through your personal account*).
- ✓ Personal Credit Statements (*if you have paid corporation expenses through your personal account*).

Trucking Clients (*Additional information required*)

- ✓ Log books.
- ✓ Statements of Pay.
- ✓ Fuel & repair expense receipts.
- ✓ Sub-contractor expenses details.
- ✓ Meal and shower expenses.

Doctors Clients (*Additional information required*)

- ✓ Professional Institute Fees.
- ✓ Professional developments courses & seminars fee.
- ✓ Traveling expenses (*related to conferences & professional events*).
- ✓ Meal and Entertainments expenses.
- ✓ Statements of rent paid.

You can email all you're the documents at idris.taxreturn@gmail.com or provide us with your DropBox link or Google Doc link.