

10-Point Corporate Tax-Saving Checklist

(Prepared by Gondaliya CPA Professional Corporation)

Use this quick checklist to identify key opportunities for minimizing your corporate tax liability and improving cash flow.

- 1. Incorporate Tax-Efficient Structure**
Review your business structure annually (corporation vs. partnership vs. sole proprietorship) to ensure you're taking advantage of the Small Business Deduction and minimizing overall tax exposure.
- 2. Optimize Owner's Compensation Mix**
Plan a balanced mix of salary and dividends to reduce combined personal and corporate taxes while maintaining RRSP and CPP benefits.
- 3. Leverage Capital Cost Allowance (CCA)**
Claim CCA on business assets such as vehicles, computers, and office equipment to reduce taxable income without affecting cash flow.
- 4. Deduct Home Office or Shared-Space Costs**
If you work partially from home or rent a shared business office, deduct the business portion of rent, utilities, and maintenance costs.
- 5. Maximize Business Expense Deductions**
Review all operating expenses—marketing, accounting, travel, meals (50%), and software subscriptions—to ensure nothing is missed or misclassified.
- 6. Defer Income & Accelerate Expenses**
Where possible, delay billing near year-end or prepay upcoming expenses to move income into the next fiscal year and claim current-year deductions.
- 7. Utilize Investment and Reserve Accounts**
Consider establishing a Capital Dividend Account (CDA) or Eligible Retained Earnings Reserves for long-term planning and tax-efficient withdrawals.
- 8. Take Advantage of SR&ED or Other CRA Credits**
If you're engaged in product development, IT, or R&D, ensure SR&ED and other available federal or provincial tax credits are claimed.
- 9. Plan for Shareholder Loans & Dividends Properly**
Ensure shareholder loans are repaid within CRA deadlines and dividends are declared with proper documentation to avoid penalties.
- 10. Schedule an Annual Tax Review with a CPA**
A proactive review ensures compliance, identifies missed deductions, and keeps your business audit-ready year after year.

Disclaimer:

This checklist is for general informational purposes only and does not constitute professional advice.

For personalized corporate tax-saving strategies, contact Gondaliya CPA at:

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