

Bring these six items to your free consultation. With them ready before year-end, we can set your salary and dividend mix, time deductions, and protect the small business rate while it counts.



## Projected income to year-end

Estimate your active business income about six weeks out. It drives every planning decision.

1



## Your personal cash needs

Decide how much you need to draw personally. This sets the salary and dividend mix.

2



## Current bookkeeping

Reconcile your books to the year-end date so the projections and plan are accurate.

3



## Passive investment income

Track investment income in the corporation. Over \$50,000 it grinds the small business limit.

4



## Planned purchases or bonuses

List capital purchases or bonuses you could time before close for the right tax year.

5



## Prior-year T2 and notices

Share last year's return so we apply carryforwards and set next year's instalments.

6

### Pro Tip

Start about six weeks before your fiscal year closes. That window is long enough to set the owner's pay, time a purchase, and adjust passive income while the levers still work.

## What happens next

### 1 Book a free call

We review your numbers and confirm the planning lead time.

### 2 Share the six items

Send the checklist items through our secure portal.

### 3 We plan and file

You get a year-end plan before close, then we file your T2.