

# Corporate Tax Cleanup Checklist

Get the base right before you file another T2

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Please work these in order before filing. Balances carry forward, so a clean base means one correct return instead of a wrong one you fix later under pressure.



1

## Reconcile every account

Tie each bank and credit card to year-end statements.



2

## Separate personal from business

Run personal spending out of the business and record it right.



3

## Reconcile the shareholder loan

Rebuild it into a supportable balance you can explain.



4

## Tie opening balances forward

Confirm retained earnings and balances match the last filed T2.



5

## Recalculate CCA (Schedule 8)

Check each class and the carried-forward pool.



6

## Reconcile GST/HST and payroll

Match the accounts to what was actually filed.



7

## Adjust or disclose

Request T2 adjustments; use the Voluntary Disclosures Program where it fits.

### PRO TIP

Fix the base once. A single uncorrected error repeats on every future return until someone cleans it up.

## What happens next

1

### Free consultation

We review your books and prior returns.

2

### We clean it up

Reconcile, correct, and adjust in order.

3

### File clean

One correct T2 on an accurate base.