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Dormant Corporation Filing Checklist

Ten checks before filing a nil T2 for an inactive corporation

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A dormant corporation costs little to keep compliant and a great deal to neglect. Work through these before your consultation, and bring the answers with you.

- [ ] **1 Confirm the fiscal year-end**
  The filing date is six months after it.
- [ ] **2 List every unfiled year**
  Including nil years nobody thought counted.
- [ ] **3 Check for demand-to-file notices**
  A demand closes the voluntary route.
- [ ] **4 Confirm dormancy with evidence**
  Bank statements showing no transactions.
- [ ] **5 Update the shareholder information**
  Schedule 50 must match reality.
- [ ] **6 Prepare the GIFI schedules**
  Schedules 100, 125 and 141, zeros included.
- [ ] **7 File electronically**
  Paper filing carries its own penalty.
- [ ] **8 Review the GST/HST account**
  Close it on Form RC145 or keep nil returns current.
- [ ] **9 Close any unused payroll account**
  So nil remittance notices stop arriving.
- [ ] **10 File the provincial annual return**
  Missing it can dissolve the corporation.

PRO TIP

File from the oldest year forward. Non-capital losses carry forward up to 20 years only where the returns are filed, c

What happens next

1 **Free consultation**

2 **Flat fee, HST included**

3 **Set up and monitored**

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