Multi-Shareholder Filing Checklist

Ten checks before you file the T2

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Work through these ten before the return is filed.
The register and the return have to say the same thing.

- [ ] **1 Ownership mapped**
  Names, percentages and every change in the year.
- [ ] **2 Schedule 50 prepared**
  Shareholders meeting the disclosure threshold.
- [ ] **3 Register reconciled**
  Significant-control register matching the return.
- [ ] **4 Minute book current**
  Transfers and resolutions properly recorded.
- [ ] **5 Loan accounts separated**
  One ledger per shareholder, no pooling.
- [ ] **6 Repayment window checked**
  Balances cleared within a year of year-end.
- [ ] **7 Resolutions signed**
  Dividends authorised before they were paid.
- [ ] **8 Association tested**
  Schedule 9 and Schedule 23 where the limit is shared.
- [ ] **9 Slips issued**
  T4, T5 and T4A by the last day of February.
- [ ] **10 Return e-filed**
  T2 with all schedules, six months after year-end.

PRO TIP

Dividends on shares of the same class go out equally. Paying owners different amounts needs different share classes, arranged in advance.

What happens next

1. Structure reviewed
2. Fixed fee quoted
3. Return filed

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