



Madan CPA Corporate Tax Process

Corporation Name: _____ **Year End Date:** _____

Thank you for choosing Madan Chartered Professional Accountant for your tax and accounting needs. Below, we have summarized the process involved, the documents you can expect to receive from us, and basic tax tips that your accountant should discuss with you.

The Process

We follow these 5 steps below as part of our tax return preparation process:

1. You will sign an engagement letter for this year's tax preparation services
2. A deposit is payable for 1/2 of Madan CPA's fees before commencing work
3. Madan CPA will prepare the returns/forms based on the information provided by you
4. Draft returns will be sent as a PDF copy to you for your review
5. Once approval and final payment are received, and this checklist is signed by you, Madan CPA will file the returns (e-file confirmation will be provided after)

For Your Records

As part of our tax filing process, you will receive copies of the documents below for your records. Please keep these for a minimum of 7 years.

You will receive a copy of your:	Have you received it? (Please check the boxes)	
1. Corporate Tax Return	Yes	N/A
2. Internal Financial Statements or Notice to Reader Financial Statements	Yes	N/A
3. Trial Balance with Adjusting Entries	Yes	N/A
4. Installment Payments (Corporate Income Tax & HST)	Yes	N/A
5. T4/T5 Slips	Yes	N/A
6. HST Return	Yes	N/A

Basic Tax Savings Tips

Your accountant will go over these basic tax tips with you to reduce your company's taxes.

- Income splitting with a spouse
- Pay dividends to shareholders and defer personal tax
- Claiming home office expenses
- Maximizing vehicle expenses

Acknowledgement



I, _____, acknowledge that I have received copies of the documents listed on the previous page and I have reviewed the Basic Tax Planning Tips with Madan CPA.

X _____
Signature

Accountant

X _____
Signature

*Bijoy Alex, CPA, CA
Madan CPA Professional Corporation*