



Corporate Tax Process

Thank you for choosing BringYourBooks (BYB) 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 ½ of BYB's fees before commencing work
3. BYB 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 is received, BYB will file the returns

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 <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Internal Financial Statements or Notice to Reader Financial Statements	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Trial Balance with Adjusting Entries	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Confirmation # for Tax Filings Submitted	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Installment Payments (Corporate Income Tax & HST)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
6. T4/T5 Slips	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
7. HST Return	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

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

X _____
Signature

Name
Client

Name
Accountant

X _____
Signature

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BringYourBooks