

# New Corporation Checklist



Corporation Name: \_\_\_\_\_

CRA Business Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Active CRA Accounts:    GST            PST            Payroll    Mailing Address: \_\_\_\_\_

GST Filing Frequency: \_\_\_\_\_

PST Filing Frequency: \_\_\_\_\_

Year End Date: \_\_\_\_\_ Email Addresses: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_

Shareholder Name: \_\_\_\_\_ Shareholder SIN: \_\_\_\_\_

Shareholder Name: \_\_\_\_\_ Shareholder SIN: \_\_\_\_\_

Shareholder Name: \_\_\_\_\_ Shareholder SIN: \_\_\_\_\_

Lawyer's Name: \_\_\_\_\_ Banker: \_\_\_\_\_

Lawyer's Firm: \_\_\_\_\_ Bank: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Investment Advisor: \_\_\_\_\_ Bookkeeper: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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