

CANADIAN CATHAY TAX (加泰税务)

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IT PROFESSIONAL CORPORATE TAX INFORMATION (IT 专业人士有限公司年终税汇总表)

A. General

1. Name, address, and tel # of business 公司名称, 地址, 及电话
2. Date of incorporation 注册日期
3. BN#, Ontario corporation #, 联邦税号, 安省有限公司注册号
4. Name, address, and tel# of contact person 联系人名字, 地址, 及电话
5. Name, percentage of shares, and SIN of each shareholder 股东名字, 社会保险号, 及占股比例
6. Fiscal year end date 公司财务年度年终日子
7. Business activities 商业活动
8. Name three products or services 举三个产品例子
9. Please provide the Articles of Incorporation and last year's tax return (T2) and financial statements if this is not the first year. 请提供公司注册文件。如不是新公司请提供去年报税 T2 文件和财务报告。

B. Assets/Liabilities

1. Capital assets:
If fixed assets were purchased during the year (e.g. equipment, computer, furniture, etc.), please indicate type of assets and their cost values. 如果本年度购置了固定资产, 请说明是什么资产(包括新装修)及其买价; 购置固定资产费用与其它营业费用分开。
2. If the business was purchased during the year or it's a franchise, please provide the Contract. 如果生意是买的, 或是特许生意 (franchise), 请提供合同。
3. Provide last month bank statement (business account) that has year end balance 最后一月银行对帐单。
4. Loan information if any 贷款借钱情况。
5. GST payable or refund receivable, payroll deductions payable and accounts payable (bills received from suppliers, or, other vendors) at the end of year (corporate fiscal year). 年底公司年底应付但还没付的数目, 如 GST, 工资扣税, 买东西已收到的帐单等。
6. Accounts receivable, and pre-pays (amounts prepaid for inventory, rent, and other products or services at the end of year). 公司年底所有应收款, 和预付款, 如预付房租, 预付购货款等。
Note: for an HST registrant, all the above amounts should separate the cost amounts from HST paid. 如有 HST 登记, 所有以上项目都应分成本金和已付 HST 两项。

C. Income/Expense

1. Total sales of the year 全年总营业额 (GST/HST \$ _____ included)
2. Expenses: Please summarize them in the following categories 将费用按下列分类列出 (separate GST/HST paid):

	Gross Amount (\$)	GST/HST included (\$)		Gross Amount (\$)	GST/HST included (\$)
a) Advertising/promotion 广告			b) Prof. Membership 专业协会会员费		
c) Postage & delivery 邮寄快递			d) Telephone 电话		
e) Insurance 保险			f) Interest/bank charges 利息/银行费用		
g) Maintenance & repairs 维修			h) Meals & entertainment 用餐娱乐		
i) Auto (or Attch. B) 汽车 (附件 B)			j) Office expense 办公费用		
k) Legal & accounting 律师会计			l) Rent (or Attch. A) 租金 (附件 A)		
m) Wages & Benefits 工资福利			n) Travel 旅行		
o) Miscellaneous 杂项			p) Utilities 水电气		
q) Management fees 管理费			r) Selling expense/supplies 销售费用		
s) Subcontracts 分包商费用			t) Other expenses 其它开销		

Date: _____ Name: _____ Signature: _____