



**MIRABEL**  
MANAGEMENT INC.  
— MOVING YOU FORWARD —

## 2018 Corporate Income Tax Organizer

### Contact Information

**Company Name:**

**Business #:**

**Contact Person:**

**Company Phone:**

**Mailing Address:**

**Head Office:**

**HST Access Code:**

### Information Required

**Date of Incorporation:**

**Corporate Directors:** Provide names, Telephone Numbers, Addresses

\_\_\_\_\_, ( ) \_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, ( ) \_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, ( ) \_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_

**Corporate Shareholders:** Provide Names, SIN #, # of Shares Owned & Class of Shares

\_\_\_\_\_, ( ) \_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, ( ) \_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, ( ) \_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_

### Related Associated Corporations (If Applicable)

Provide us with the:

- Name of the Corporation(s): \_\_\_\_\_
- Country of Residence of the Corporation: \_\_\_\_\_
- Business Number: \_\_\_\_\_
- Relations:  Related  Associated  Parent  Subsidiary
- # of Shares Owned: \_\_\_\_\_ Class of Shares: \_\_\_\_\_
- Book Value of Capital Stock: \$ \_\_\_\_\_

---

### Accounting Files (If Applicable)

Provide us with a copy of:

- Bookkeeping File
- OR
- Balance Sheet, Income Statement, and Trial Balance as of year end.
  - General Ledger

---

### Please Include:

- Bank/Credit Card Statements
- Corporate Income Tax Installments
- Notice of Assessment from Previous Year

## Additional Information

*Please answer 'yes' or 'no' to the following, unless indicated otherwise.*

**Did you dispose of any stocks, bonds, T-bills, real estate, or other property?**  Y  N

If yes, list the sale proceeds, cost of acquiring the property, the V-day value of the property if owned on December 31, 1971, and costs incurred in selling the property. Enclose supporting documents, including broker statements and contact information.

**Have you borrowed money for investment purposes?**  Y  N

**Did you incur any out-of-pocket business expenses?**  Y  N

If yes, provide a list of expenses.

If you answered yes to the above question, did you incur automobile or home office expenses?  Y  N

Did you earn rental income?  Y  N

If yes, please provide breakdown or Statement of Net Rental Income Form. If you bought rental property in the year, include Statement of Adjustments and a copy of the latest property tax assessment.

### Rental Property(s)

Address: \_\_\_\_\_

Revenues: \_\_\_\_\_

\*Street number, street name, city, province, postal code.

Expense	Amount		Expense	Amount
Advertising			Wages	
Insurance			Property Taxes	
Interest			Travel	
Office Expenses			Utilities	
Legal/Accounting			Vehicle Expenses	Complete Breakdown
Management/Admin			Condo Fees	
Maintenance & Repairs			Occupancy Fee	

Address: \_\_\_\_\_

Revenues: \_\_\_\_\_

\*Street number, street name, city, province, postal code.

Rental Expense	Amount		Rental Expense	Amount
Advertising			Wages	
Insurance			Property Taxes	
Interest			Travel	
Office Expenses			Utilities	
Legal/Accounting			Vehicle Expenses	Complete Breakdown
Management/Admin			Condo Fees	
Maintenance & Repairs			Occupancy Fee	

### Vehicle Expense(s)

Vehicle Expense	Amount		Vehicle Expense	Amount
Gas Expense			Interest on Financing	
Repairs/Maintenance			Cost of New Vehicle	
Insurance			Proceeds on Sale or Trade	
License			Least Costs	
Other Costs			Parking Costs	

## Home Office Expense(s)

Total Sq. Ft. \_\_\_\_\_

Office Sq. Ft. \_\_\_\_\_

Office Expense	Amount		Office Expense	Amount
Heat			Mortgage Interest	
Hydro			Property Taxes	
Electricity			Rent	
Insurance			Other	
Repairs/Maintenance			Other	

**Should you have any questions or additional information regarding your corporate income taxes, please attach an additional page to the information provided.**

**I certify that the above information is accurate and correct.**

**Client Name:** \_\_\_\_\_ **Client Signature:** \_\_\_\_\_