

CANADIAN NONRESIDENT CORPORATION INCOME TAX RETURN ORGANIZER

(FOR INTERNAL USE ONLY BY THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED)

TAX YEAR ENDED: Month _____ Year _____ **CURRENT DATE** _____

TO AVOID DELAY WITH YOUR RETURN PLEASE ANSWER ALL QUESTIONS AND PROVIDE COPIES OF ALL DOCUMENTS REQUESTED

BEWARE: LATE FILING PENALTIES WILL APPLY IF THE RETURN IS NOT TIMELY FILED

1. Entity Name _____ Telephones: Home _____ Office _____
2. Email _____ Cell _____ Fax _____
- 3a. Address – Head Office: _____
- 3b. Address – Mailing: _____
4. Canadian Business Number (BN)? _____
 *If the corporation does **not** have a BN, we must obtain one **immediately** so there is sufficient time to file the tax return with it.
 Please provide this completed organizer **and enclose a copy of the certificate of incorporation, formation or amalgamation.**
5. County and state of incorporation/formation _____ Date of incorporation/formation _____
6. U.S. Employer Identification Number (EIN) _____
7. Is the entity subject to tax in a country other than Canada? Yes / No _____. If "Yes", please provide details _____
- 8a. Address of accounting records _____
- 8b. Principal location of worldwide business _____
9. Principal business activity(ies) and percentage(s) of total revenue, if more than one: _____
10. Name and address of individual to whom the return is to be sent _____
11. Please provide details on the ownership structure of the corporation _____
12. Has a Canadian tax return ever been filed for this entity? Yes / No _____
 If "Yes", please attach a copy of the latest return filed (unless it was prepared by us). Done / NA _____
13. Did the entity have an office or other fixed place of business or other "permanent establishment" in Canada during the year? Yes / No _____
 Please provide details of the entity's Canadian presence _____
14. Did the entity send or have any employees or agents (either dependent or independent) in Canada? Yes / No _____
 If "Yes", please provide the following: Done / NA _____

	<u>Number</u>	<u>Amount Paid</u>	<u>Start Date</u>	<u>End Date</u>
- Canadian resident employees:	_____	_____	_____	_____
- Non-resident employees:	_____	_____	_____	_____
- Canadian subcontractors:	_____	_____	_____	_____
- Non-resident subcontractors:	_____	_____	_____	_____
15. Please describe the exact nature and frequency of the entity's Canadian activity, by province, and include attendance at trade shows, if any _____
16. Please attach a summary of all Canadian customers during the year, listing the customer's name, the revenue received from that customer during the year in Canadian dollars, the relevant province into which the work was performed or the product was shipped (if applicable), and the start and end dates of the contract. Done / NA _____
17. Please include copies of any T4A-NR slips (or other Canadian tax slips) received during the calendar year. Done / NA _____

Signed _____

PLEASE RETURN TO: THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED

4710 NW BOCA RATON BLVD., #101, BOCA RATON, FL 33431

Tel: (561) 241-9991

Fax: (561) 241-6332

Email: tax@taxintl.com

Website: www.taxintl.com

Please include a retainer of US \$1,000 payable to "The Brunton, Strachan & Khan CPA Firm" with this organizer

If you wish, retainers can be paid online with a credit card. Please go to our website www.taxintl.com and scroll down to "[Make Payment](#)" on the lower right side or call our office to make a credit card payment over the phone.