

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

PART I – GENERAL INFORMATION

- 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 _____

PART II – CURRENT YEAR TAX INFORMATION

- 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 _____
- 18. Did you receive any COVID related relief from the Canadian government? Yes / No _____
Comments: _____
- 19. **Have you answered all questions & supplied all documents requested on this questionnaire?** Yes / No _____
If "No" please explain, otherwise your tax return may be delayed and/or the fee may be increased because of the extra time required.

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.cpa Website: www.taxintl.cpa

Please include a US \$1,500 retainer payable to “The Brunton, Strachan & Khan CPA Firm” with this organizer.
If you wish, retainers can be paid online with a credit card or eCheck. Please go to our website www.taxintl.cpa and scroll down to “[Make Payment](#)” on the lower right side or call our office to make a credit card payment over the phone.