

# CANADIAN NONRESIDENT CORPORATION INCOME TAX RETURN ORGANIZER

(FOR INTERNAL USE ONLY BY ABITOS, CPAs AND ADVISORS,  
FORMERLY KNOWN AS THE BRUNTON STRACHAN & KHAN CPA FIRM)

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. Name of entity \_\_\_\_\_ E-Mail: \_\_\_\_\_
2. Phones: (U.S.): \_\_\_\_\_ (Non-U.S.): \_\_\_\_\_ Cell: \_\_\_\_\_ Office: \_\_\_\_\_
- 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: \_\_\_\_\_

**If you have not answered all questions & supplied all documents requested on this organizer, please explain, otherwise your tax return may be delayed and/or the fee may be increased due to the extra time required.**

Signed \_\_\_\_\_

PLEASE RETURN TO:

**ABITOS, CPAs AND ADVISORS  
327 PLAZA REAL, STE 235, BOCA RATON, FL 33432**

Tel: (561) 241-9991 Fax: (561) 826-9299 E-Mail: [bsk@abitos.com](mailto:bsk@abitos.com) Website: [www.abitos.com](http://www.abitos.com)