



TAX

2025 Corporate Tax Checklist

for Canadian Businesses

A clear, CRA-compliant checklist to
simplify your business tax filing.



Boyer & Boyer

Comptables Professionnels Agréés
Chartered Professional Accountants



Prepare, organize, and file.

The Corporate tax season can feel overwhelming for business owners — especially with the evolving landscape of deadlines, compliance rules, and CRA expectations. This guide offers a clear path to prepare, organize, and file your corporate taxes accurately and on time for 2025. Whether you're a first-time filer or an experienced entrepreneur, this checklist will help you stay compliant and maximize your tax position.



Key Corporate Tax Deadlines for 2025

Filing dates and payment deadlines vary depending on your fiscal year-end and corporate status. Missing any of these can trigger unnecessary penalties or interest—and may even raise red flags with the CRA. Use the table below to identify your key dates and plan proactively.

Fiscal Year-End	T2 Filing Due	Payment Due Date (non-CPCC)	Payment Due Date
January 31	July 31	April 30	March 31
February 28	August 31	May 31	April 30
March 31	September 30	June 30	May 31
April 30	October 31	July 31	June 30
May 31	November 30	August 31	July 31
June 31	December 31	September 30	August 31
July 31	January 31 (next yr)	October 31	September 30
August 31	February 28 (next yr)	November 30	October 31
September 30	March 31 (next yr)	December 31	November 30
October 31	April 30 (next yr)	January 31 (next yr)	December 31
November 30	May 31 (next yr)	February 28 (next yr)	January 31 (next yr)
December 31	June 30 (next yr)	March 31 (next yr)	February 28 (next yr)

Keep in mind that CRA expects accurate instalments and prompt payments, especially if you exceed their threshold for annual tax owing. If you're unsure whether your corporation qualifies as a Canadian-Controlled Private Corporation (CCPC), consult a tax advisor.

What to Bring to Your CPA









Use this checklist to gather everything your CPA needs to prepare and file your corporate T2 return accurately and on time. From corporate financial statements to detailed expense records, you'll streamline the filing process and avoid common CRA filing mistakes. Organized documentation helps maximize deductions, minimize audit risk, and ensures compliance with CRA regulations, saving your business valuable time and money during tax season.

Document / Information	Details	Completed?
Year-end Financial Statements	Balance sheet, income statement, trial balance	<input type="checkbox"/>
Bank Statements	All bank accounts statements for the fiscal year	<input type="checkbox"/>
Accounts Receivable & Payable	Copies of invoices issued and bills received	<input type="checkbox"/>
T-Slip Summaries	T4, T4A, T5 slips for salaries, dividends, interest, etc.	<input type="checkbox"/>
Expense Records	Receipts and logs for auto, home office, insurance, marketing, etc.	<input type="checkbox"/>
Asset Purchase Details	Purchase date, cost, and classification for capital cost allowance (CCA)	<input type="checkbox"/>
Tax Credit Documentation	SR&ED project reports, digital media credits, R&D expense breakdown	<input type="checkbox"/>
Previous Year's T2 Return	Copy of last year's filed return and all accompanying schedules	<input type="checkbox"/>
Corporate Details	Articles of incorporation, business number, share structure	<input type="checkbox"/>
CRA Correspondence	Notices of assessment, instalment reminders, audit letters	<input type="checkbox"/>

Gather any additional supporting documents your CPA may request.

Tax Mistakes – And How to Avoid Them

Even well-intentioned businesses make costly tax mistakes. The most common errors we see stem from poor record-keeping, misunderstood deductions, or simply filing too late. Here's what to avoid—and how to proactively protect your business.

Common Mistake	Avoidance Tip
Missing Filing Deadline	 Set and adhere strictly to calendar reminders.
Late Tax Payments	 Schedule instalments regularly.
Underreporting Income	 Double-check income against supporting documents.
Missing Deductions	 Use the checklist diligently.
Ineligible Expenses	 Maintain detailed expense records.
Rounded Numbers	 Always use exact figures.
Commingling Finances	 Keep business/personal transactions separate.
Poor Record-Keeping	 Digitally archive key documents.

CRA audits are increasing in frequency, especially for small and medium-sized businesses. Avoid red flags by ensuring your documentation is airtight and your filings are complete. Partnering with a tax professional can significantly reduce audit risk.



Expert Help from Boyer & Boyer CPA

Preparing corporate taxes on your own may seem feasible—until it isn't. Complex forms, evolving credits, and schedule-specific compliance can easily lead to missteps that cost your business money. At Boyer & Boyer CPA, we specialize in helping Ontario businesses navigate the T2 process with confidence.

From minimizing tax exposure to identifying credits, our tailored approach ensures you're not leaving money on the table—or exposing yourself to unnecessary risk.

***Stop Guessing. Start Saving.
Let's Simplify Your 2025 Tax Filing.***

Book a consultation with Boyer & Boyer CPA
and file your 2025 taxes with confidence.

***Reach out at 613.747.8494 or book
online anytime at boyer-boyer.com***