



# Truong Tax and Accounting Services Ltd.

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## Corporate Tax Digital Filing Procedures

1. You are going to upload your digital documents to Dropbox. Please complete the Corporate Year-End Checklist from my website at <http://www.truongaccounting.ca/resources/>. The checklist will help you gather and organize your working papers.
2. After I received your documents, I will email you form AuthRepBus (For new client) for you to sign and email back to me.

The Canada Revenue Agency (CRA) requires signed form AuthRepBus Business Authorizing/Cancelling a Representative before a preparer can communicate with CRA on your corporation behalf.

I will also email you the Engagement Letter (For new client) for you to sign and email back to me.

The purpose of the engagement letter is to set out the terms, nature, scope of my engagement, and fees estimated.

Note for new client: before I can proceed with your corporate tax preparation, I must have your signed AuthRepBus form and signed Engagement Letter.

3. After I received all your documents (Signed AuthRepBus form, signed Engagement Letter, prior year corporate tax returns, year-end working papers, etc.), I will prepare your corporate tax return and email you tax summary for you to review. I will email you T183Corp EFILE authorization form for you to sign and email back to me.

The Canada Revenue Agency requires signed form T183Corp Information Return for Corporations Filing Electronically before a preparer can electronically file tax return on your corporation behalf.

I also email you the remaining balance of the invoice which is paid upon receipt via e-transfer before I can e-file your corporate tax return.

4. After I received your signed T183Corp form and the remaining balance of the invoice is paid via e-transfer, I will e-file your corporate tax return and you can download a digital copy of your corporate tax return for your records.