



# Incorporation Checklist

A-1 Accounting / Calgary EZ Tax



- Would you like name or numbered company?
  - If name – please provide us with 3 choices
  - Must end with Ltd, Corp or Inc – please choose one

*Example: Getup bench Advertising Ltd. or 1234546 Alberta Inc.*

- Registered address for the company
- Number of shareholders
  - their name, address and date of birth
- Who will have voting shares
  - Choose 1 or 2 directors
  - Please provide their SIN #
- *GST – choose quarterly or annual*
- *Estimate of annual sales*
- *WCB for directors (optional)*
- *Estimate of earnings for any employee or non incorporated subcontractor*