



Kin Canada is not responsible for any errors or omissions that may occur when clubs file their T2 Short. The sample is to serve as a general guideline only on how to fill out the form(s). We have attempted to account for regional differences; however, provincial variances may apply or changes by CRA may have occurred since this sample was created. To be absolutely certain that filings are done correctly, clubs should consult CRA and/or local tax professionals.

Your club should also include an income statement and balance sheet with your T2Short.

Canada Revenue website is www.cra-arc.gc.ca

GUIDE TO COMPLETING T2 SHORT RETURN (2011 and later tax years)

Page 1

Line 001 – Insert Business Number if corporation has one. If the corporation has a Business Number, you may want to consider getting expert advice to complete the return.

Line 002 to 028 – complete as necessary

Line 030 to 038 – complete as necessary

Line 040 – check 5 – Other corporation and specify “Non-Profit”

Line 085 – check 1 (This box is very important. Do not leave it blank.)

Line 060 – insert your fiscal year start

Line 061 – insert your fiscal year end

Line 063 to 064 - complete as necessary

Line 066 and 067 – check “No”

Line 070 to 071 – check yes only if applicable – probably a “No”

Line 072 to 078 - check “No”

Line 300 – leave blank

Line 750 – insert applicable province or territory

Line 840 and 894– leave blank

Page 2

Lines under “Attachments” starting with Line 201 and ending with Line 173 – leave all blank

Line 280 – check “No”

Line 284 to 295 – leave blank

Lines 950 to 959 – insert required information and sign

Line 990 – insert a “1” for English or a “2” for French

Net Income (Loss) for Income Tax Purposes

This page is not required if you are a small club with smaller amounts of revenue. If you are unsure

please contact a professional for assistance.

You must attach a financial statement of each of your accounts to the T2 when sending to Canada

Revenue Agency. Please make sure that you are using an accounting program accepted by Canada

Revenue Agency when doing your financial statement. The Gifi software is recommended by CRA.

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/rtrn/wht/gifi-ogrf/menu-eng.html>

Good Luck!