

CORPORATE INFORMATION REQUIRED FOR YEAR-END CHECKLIST

In order to provide my services to you at a reasonable cost, your information must be presented in the requested format. In this way, I will be able to process your year-end in a cost effective and efficient manner. Please complete this form in full and bring it to my office with all the necessary information to prepare your year-end documents.

DOCUMENTATION REQUIRED:

In order to prepare your annual financial statements and corporate tax returns, I require the following:

- A backup of the accounting information.
- Corporate bank statements and reconciliation for the last month of the company's fiscal year.
- Copy of Canada Revenue Agency's (CRA) source deduction remittance statement for the last month of the company's fiscal year (paid in the following month).
- GST returns filed for the year.
- Copy of federal income tax "Notice of Assessment" for the previous taxation year.
- If instalments were paid, a copy of "Statement of Account" from the federal government showing total instalments paid for the year.
- Copies of statements for any brokerage accounts maintained in the company's name for the year end period.
- Copies of any term deposit certificates which were taken out or matured during the year end period.
- Your minute book, if handy.
- Aged accounts receivable listing with bad or doubtful accounts identified.

- Inventory summary sheet. A copy of all invoices for the acquisition of capital assets over \$500.
- Aged accounts payable listing. WCB report for the quarter and annual report.
- T4 Summary from the last calendar year end. Loan balances with interest rate as at the year end.
- Any other information you feel will help me complete your year end.

ADDITIONAL INFORMATION (COMPLETE OR MARK AS NOT APPLICABLE (N/A) -DO NOT LEAVE BLANK)

- Name of Company: _____
- Name of Client: _____

- Fiscal Year End (date): _____ GST Method (Quick or Long):
- Head Office Address: _____ Postal Code:
- Mailing Address: _____ Postal Code:

- Res: _____ Fax: _____ Email:

- Date of Incorporation: _____ Business Number:

- Type of Business: _____
- Name & S.I.N. of each Director:

_____ S.I.N.