

Legal name \_\_\_\_\_

Operating name \_\_\_\_\_

Address \_\_\_\_\_

Contact name \_\_\_\_\_ Telephone \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_ **Fiscal year-end** \_\_\_\_\_

Business #. \_\_\_\_\_ Nature of business \_\_\_\_\_

<b>Year-end Information Required</b>
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- Prior year financial statements
- Prior year T2 Corporate Income Tax Return
- Incorporation Certificate, Notice of Articles and Minute book
- 13 months of bank statements and canceled cheques (fiscal year & one month subsequent to the year-end)
- Deposit book for the fiscal year (required only if all deposits made into the bank are not revenue, i.e.: shareholder deposits)
- Invoice book / sales registered
- 13 months of credit card statements and receipts (fiscal year & one month subsequent to the year-end)
- Receipts / invoices for purchases made by cash and cheque
- Loan statements, lines of credit and mortgages (if used for business loans or purchases)
- Corporate owned Life Insurance Policy, and related Cash Surrender Values
- Gain and Loss reports for Investments and related Management Fees
- Information regarding any and all leases
- Documentation of all assets purchased during the year (furniture, equipment, leasehold improvement etc.)
- Listing of any assets sold during the year with documentation
- HST returns
- Any correspondence from Canada Revenue Agency
- T4s and T4 summary / payroll register / WCB payments
- Inventory on hand at the year-end date (if applicable)
- For construction companies: Purchase and sales papers of all transactions made in the year
- If client does own bookkeeping, then provide: Detailed Trial Balance (hard copy and on disk) Detailed General Ledger (on disk)
  - Listing of Journal Entries
  - Accounts Receivable Listing (are any receivables uncollectable?)
  - Accounts Payable Listing
  - End of fiscal year Bank Reconciliation