

YOUR TO-DO LIST

Corporate Filing

Dear Reader: As concern about COVID-19 in Canada grows, insolvency practitioners (Licensed Insolvency Trustees), through full support from the Office of the Superintendent of Bankruptcy (OSB) have implemented the necessary steps to reduce in-person contact and applied the necessary measures to safely undertake the collection of documents (TO DO LIST), the verification of identity, signatures and oaths while ensuring the integrity of Canada’s insolvency system is maintained.

1. Please gather the following list of required documents (as applicable) as best as you can. This will help us help you!
2. Complete, sign and return to our office, “IDENTIFICATION VERIFICATION & CERTIFICATION” form. [Click here](#) to download form.
3. Don’t be concerned if you do not have all this information at your finger tips. Please gather what you can and submit for our review. The information can be sent by email to info@russocanhelp.com, by fax to 905-503-2338 or drop-off at our secured office mailbox – 78 Wellington St. E., Aurora, ON.
4. We will contact you to schedule a consultation following our review.

Should you have any questions about this list or if your Corporate financial matter is urgent please call or text Joanne Mercurio-Russo at 416-723-5232 or send email to russo@russocanhelp.com

INFORMATION REQUIRED

- Registered Company Name
- Corporate Officer Name
- Telephone #
- Email
- T2 (past three years) & Notice of Assessment
- Financial Statements (past three years)
- Minute book
- GL/Balancesheet and P&L
- List of accounts receivable
- List of accounts payable
- List of all equipment and vehicles (include finance agreements)
- List of all inventory
- List of employees/ payroll register
- Copy of tenancy agreement
- Copy of recent source remittance, HST and WSIB statements
- Copies of title mortgage documents if corporation owns Real Property