

Business Information

Full Legal Name of Corporation:	Type here
Operating Name (if different):	Type here
Fiscal Year End Date:	Type here
Corporation Business Number:	Type here
Date of Incorporation:	Type here
Address:	Type here
City, Province:	Type here
Postal Code:	Type here

Primary Contact (*The main individual to which all of our inquiries will be directed)

Position / Title	Name (First & Last)	Email	Phone Number
Type here	Type here	Type here	Type here

Corporate Structure (Owners / Shareholders / Directors & Officers)

Position / Title	Name (First & Last)	Email	Phone Number
Type here	Type here	Type here	Type here
Type here	Type here	Type here	Type here

Legal Representative

Name of Law Firm:	Type here
Name of Lawyer:	Type here
Lawyer's Email:	Type here

Investment Manager

Name of Financial Institution:	Type here
Name of Advisor:	Type here
Advisor's Email:	Type here

Accounting System & Records

Accounting Software Used (*backup provided):	Type here
Username:	Type here
Password:	Type here
Who records the transactions of the entity and how often?	Type here
Payroll Filings – How is payroll processed and records prepared?	Type here
GST Filings – Who prepares and files returns, and what method is used?	Type here
PST Filings – Who prepares and files returns, and what method is used?	Type here

Intended Use of Financial Information

- 1) What is the intended use of the compiled financial information? Choose an item.
- 2) If the financial information is used by a third party (i.e. bank, investor, or other) Choose an item.
- 2a) Are they in a position to request and obtain further information? Choose an item.
- 2b) Do they agree with the basis of accounting applied in preparing the financial information? Choose an item.

Tax Services

Beyond corporate tax services, please indicate which (if any) of the following services our firm will be providing:

T1	Personal Income Tax Return(s)	<input type="checkbox"/>
T4	Statement(s) of Remuneration Paid	<input type="checkbox"/>
GST	Goods and Services Tax Return (*if annual filer)	<input type="checkbox"/>

Operations

Briefly describe the entity's principal business, including the size and complexity of operations.

Consider noting the following, as relevant to the entity, in completing this section:

- *The industry in which the entity operates*
- *Average annual revenue*
- *Number of employees*
- *Any significant changes to current operations anticipated in the short or long term?*

Type here

Assets: *Inventory, Shareholder / Related Party Receivables, long overdue A/R, significant Capital Assets.*

Type here

Liabilities: *Debt, Shareholder / Related Party Payables, long overdue Accounts Payable.*

Type here

Revenues: *Describe the nature of goods / services (or both) sold and provided, and whether these are treated as separate revenue streams or combined as one.*

Type here

Expenses: *Describe the most significant costs.*

Type here

Other Comments or Tax Planning Notes

Type here