



Legal name \_\_\_\_\_  
Operating name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact name \_\_\_\_\_ Telephone \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_  
Fax \_\_\_\_\_ Fiscal year-end \_\_\_\_\_  
Business No. \_\_\_\_\_ Nature of business \_\_\_\_\_

### Year-end Information Required

- ☐ Prior year financial statements
- ☐ Prior year T2 Corporation 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)
  - ☐ Backup for any credit memos, debit memos, certified cheques, drafts and wire transfers
  - ☐ Backup for any cash withdrawals or transfers that are for business expenses.
- ☐ Deposit book for the fiscal year (required only if all deposits made into the bank are not revenue, ie: shareholder deposits)
- ☐ Invoice book / sales registered / revenue reports
- ☐ 13 months of credit card statements (fiscal year & one month subsequent to the year-end)
- ☐ All receipts and invoices for purchases made for the year (by cash, cheque or credit card)
- ☐ Loan statements, lines of credit and mortgages (if used for business loans or purchases)
- ☐ Term deposit, GIC, short-term investment, long-term investment statements
- ☐ 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
- ☐ Has the Annual Report been filed with Corporate Registries? Y / N
- ☐ 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

## Use of Vehicle to Earn Business Income

☐ NEW VEHICLE - Provide purchase papers, vehicle loan agreement or lease agreement

Vehicle description \_\_\_\_\_

Date acquired \_\_\_\_\_

Purchase price  Current value

Owned? Y / N Leased? Y / N

Loan Interest  Lease payments

Owned / Leased by company? Y / N

Percentage of vehicle used to for business  
Kms driven for business / Total kms driven in the year

%

Note: The C.R.A. considers travel to and from your home and normal place of work to be personal travel.

Are all vehicle expenses being paid for through the company business account? Y / N

Vehicle expenses paid personally by shareholder (provide backup)

## Use of Home-Office to Earn Business Income

Percentage of home used for office  
Sq. ft. of home used for office / Total sq. ft. of home

%

	Total Costs
Heat (Terasen)	
Electricity (BC Hydro)	
Insurance	
Maintenance	
Mortgage interest	
Property taxes	
Rent	
Strata fees	
Other (specify)	

## Shareholder Transactions

If the business was purchased, provide all **purchase documentation**

How much did the shareholders initially invest into the company? (required only if this is the first year of operation)

Amount \_\_\_\_\_ Month deposited into bank \_\_\_\_\_

Amount \_\_\_\_\_ Month deposited into bank \_\_\_\_\_

Shareholder deposits made during the fiscal year:

Amount \_\_\_\_\_ Month deposited into bank \_\_\_\_\_

Amount \_\_\_\_\_ Month deposited into bank \_\_\_\_\_

Shareholder withdrawals taken during the fiscal year:

Amount \_\_\_\_\_ Month withdrawn from bank \_\_\_\_\_

Amount \_\_\_\_\_ Month withdrawn from bank \_\_\_\_\_