ANNUAL FINANCIAL STATEMENTS AND CORPORATE TAX RETURN CHECKLIST

New clients and first year filers please refer to parts A and B, all others to part B only.
*If submitting QuickBooks or Simply Accounting file you do not have to submit 11 and 24 marked with *.*

A. FOR NEW CLIENTS ONLY:

1. Legal corporate name, DBA name (if any).

2. Current contact information - name, full current mailing address, telephone numbers (home, work, fax, cell, etc), e-mail address, bookkeeper's e-mail address.

3. The copy of the last year corporate income tax return, including all schedules (not applicable to newly incorporated businesses).

4. Name, address and phone number of the previous accountant.

5. CRA registration letter

6. Incorporation documents:
   a) incorporation certificate;
   b) articles of incorporation;
   c) shareholder agreement;
   d) current share register;
   e) SIN of each shareholder.

B. ALL CLIENTS:

7. "Notice Of Assessment" (all pages) that you received from Canada Revenue Agency after last year filing.

8. All correspondence received from/ sent to Canada Revenue Agency during and after the reporting year, including statement(s) of accounts and summary of installments.

9. Copies of last annual or all quarterly GST-returns and related Notice of GST/HST Assessment.

10. Copy of T4 and T5 slips including Summaries filed for most recent calendar year;

11.* From your accounting software program, please print for the fiscal (reporting) year end:

a) Preliminary "balance sheet"
b) Preliminary "income and expense statement" for your company's fiscal year;
c) Preliminary "trial balance" as at your company's fiscal year end.

12. Bank statement and reconciliation for each bank account for the last month of fiscal year and the next month following.

13. Statements for the last month of fiscal year for each trade/barter and/or merchant account (e.g. PayPal, Stripe, Intuit) accompanied by reconciliations.

14. Corporate credit card statement(s) for the last month of fiscal year and the next month following including reconciliations.

15. Aged Accounts Receivable (please review prior submission)

16. Aged Accounts Payable (please review prior submission)

17. Loans and Leases (annual statement or/and for the last month of fiscal year)

18. Financial Investments (annual statement or/and for the last month of fiscal year)

19. Details of your company's capital assets purchases and/or dispositions during the fiscal year.

20. Details of any changes to share structure or share register (change of shareholders); please refer to #6 if needed.

21. Annual report filed with BC Registry (filing receipt)

22. Related Companies:
a) Full corporate name;
b) Business number;
c) Shareholder's name and % of ownership;
d) Fiscal year end;
d) Annual limit allocated to the reporting corporation (if known).

23. For Intercompany account balances, please provide printout and/or other confirmation from related company (accounting software printout is acceptable).

24.* Shareholder Loan, Shareholder Due/From accounts printouts for all fiscal year.

25. Payments to non-residents of Canada please provide schedule of payments and NR-4 and NR-4 Summary if applicable.

26. QuickBooks or Simply Accounting file.