ALLEGRO
TAX AND ACCOUNTING GROUP LLP

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 Sage 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 :

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

12. Bank statements and reconciliations for each bank account for the last month of your fiscal year and the next month following the year end.

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

14. Corporate credit card statement(s) for the last month of fiscal year and the next month following the year-end and reconciliations, if available.

15. Aged Accounts Receivable (please review prior submission), provide comments if applicable.

16. Aged Accounts Payable (please review prior submission), provide comments if applicable.

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

18. Financial Investments (annual or quarterly statement(s) for the entire fiscal year)

19. Details of your company's capital assets purchases and/or dispositions during the fiscal year. (include summary and/or receipts/invoices)

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

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 the intercompany account balances (refer to #22), please provide report and/or other confirmation from a related company (accounting software printout is acceptable).

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

25. Payments or loans to/from non-residents of Canada please provide schedule of payments and NR-4 slips and NR-4 Summary if applicable.

26. QuickBooks or Sage file.