

Unit 208 8678 Greenall Ave Burnaby BC Canada V5J 3M6 t 604.267.1220 f 604.267.1225 info@kyipcpa.com www.kyipcpa.com

Corporate Year-End Checklist

To assist in the preparation of your Corporate Income Tax Return, please complete this form and attach all the supporting documentation.

Company Information

Legal Name			
Operating Name			
Fiscal Year-End	E	Business No.	
Mailing Address			
Contact Person	٦	elephone	
Email	Mobile	Fax	

Υ

Ν

Enquiries

1 Wh	ether an auc	lit has been	waived
------	--------------	--------------	--------

- 2 Any change of capital structure
- 3 Any change of directors, officers
- 4 Any change of registered office address
- 5 Any change of major business activities
- 6 Any new bank account
- 7 Any bank loan account
- 8 Any capital asset addition or disposal

Year-end Information Required

- 1 Incorporation documents (new client only)
- 2 Bank statements & cancelled cheques
- 3 Cheque register
- 4 Cheque stubs/deposit books
- 5 Inventory listing
- 6 Invoice book / sales registered
- 7 Receipts / invoices for purchases

Υ	Ν	Comments
		Incorporation Certificate, Share Register,
		etc.
		Fiscal year & 1 month subsequent to year
		end
		For all made by cash, cheque & credit card

Comments



- 8 Loan statements, lines of credit and mortgage
- 9 Information regarding any and all leases
- 10 Documentation of all assets purchased in the year
- Listing of any assets sold during the year 11
- GST/HST returns, PST returns 12
- 13 Correspondence from Canada Revenue Agency
- 14 Payroll account statements / T4 / WCB return
- 15 Has the annual report been filed?
- 16 Inventory list as of year-end date

		Burnaby BC Canada V5J 3M6	info@kyipcpa.com www.kyipcpa.com		
Y	N	Comments			
		With documentation			

Unit 208

t 604.267.1220

8678 Greenall Ave f 604.267.1225

If client does own bookkeeping, please provide additional information as follows:

- QuickBooks back up file (if prepared by QB)
- Detailed trial balance •
- Detailed general ledger (on disk) •
- Listing of journal entries
- Accounts receivable listing •
- Accounts payable listing
- End of fiscal year bank reconciliation •