

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 _____ Business No. _____

Mailing Address _____

Contact Person _____ Telephone _____

Email _____ Mobile _____ Fax _____

Enquiries

	Y	N	Comments
1 Whether an audit 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

	Y	N	Comments
1 Incorporation documents (<i>new client only</i>)			Incorporation Certificate, Share Register, etc.
2 Bank statements & cancelled cheques			Fiscal year & 1 month subsequent to year end
3 Cheque register			
4 Cheque stubs/deposit books			
5 Inventory listing			
6 Invoice book / sales registered			
7 Receipts / invoices for purchases			For all made by cash, cheque & credit card

	Y	N	Comments
8			
9			
10			
11			With documentation
12			
13			
14			
15			
16			

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
