

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  % Note: The C.R.A. considers travel to and from your home and normal place of work to be personal travel.  
Kms driven for business / Total kms driven in the year

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 \_\_\_\_\_