



CORPORATION YEAR-END CHECKLIST

1. Backup copy of your QuickBooks/Simply accounting file if available.
2. Bank statements, cheque stubs, and cancelled cheques for the year.
3. Monthly bank reconciliations for the year.
4. Summary of sales, total sales reconciliation.
5. Summary of expenses.
6. Breakdown of shareholder draws and summary of shareholders' wages by month for the fiscal year.
7. Out-of-pocket business expenses summary.
8. Loan history for the year, supplied by a financial institution.
9. Aged Accounts receivable listing and an allowance for doubtful accounts listing.
10. Aged Accounts payable listing.
11. Inventory listing (item description and cost).
12. Any prepaid expenses (e.g. prepaid insurance, deposits etc.)
13. Details of any fixed asset additions/disposals.
14. Corporate investment account statements and term deposit details covering the fiscal year.
15. Goods and Services Tax returns for the fiscal year.
16. Summary of corporate tax instalments, corporate payroll instalments, and corporate HST instalments paid during the year, including a copy of the most recent statement of account from Revenue Canada.
17. Copy of corporate tax assessment from prior year.
18. Copy of Article of Incorporation (new client).
19. Copy of prior year tax returns (new client).
20. Shareholder's name, address, social insurance number and percentage of shares.
21. Copy of correspondence from CRA
22. Estimation of business percentage use of home office and vehicles
23. Signed copy of the Engagement letter (2 copies enclosed)
24. Significant Events

For payroll / T4 summary preparation:

1. Name of employee;
2. Address of employee;
3. Employee's social insurance number;
4. Pay standards such as hourly pay or monthly pay, and frequency of payment such as bi-weekly or monthly.