



Information Required from Client

Company Name	
Year End	

1. Full General ledger from computer (if applicable)	
2. Preliminary Trial Balance, Balance Sheet and Income Statement from accounting program	
3. Bank reconciliations as at year end	
4. All Bank statements for year and for following month	
5. Aged Accounts Receivable - Identify any potential bad debt accounts	
6. Aged Accounts Payable	
7. Copy of T4 Summary as filed and amount of payroll deductions from last month of year	
8. Details on capital asset purchases	
9. Inventory balance at year end	
10. CRA Notice of Assessment for the year	
11. All GST/HST remittance statements for the year	
12. Breakdown of Insurance	
13. Documentation of any debt and/or credit card statements	
14. Documentation on any loans any Shareholder deposits/cash expenses	
15. Documentation on any corporate owned insurance	
16. Any changes to share structure, officers, directors, etc	
17. If deducting Business Use of Home	

a. Office area	/	total square feet
b. Mortgage interest or rent		\$
c. Property taxes		\$
d. Heat		\$
e. Hydro		\$
f. Insurance		\$

18. Interest or Lease Vehicle Information

a. Company owned	
b. Vehicle year and make	
c. Business use km's	/ total km's
d. Expenses	
i. Gas	
ii. Insurance	
iii. Repairs	
iv. Parking/407/ ETR	
v. Interest or Lease	

19. Income and Expense Reports