



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 _____