**Registered Name of Business:**

Provide a copy of letter from the Ministry reflecting the registration of the business

**Business Number:**

Provide a copy of the CRA confirmation of your business number

Provide articles of incorporation

Provide date of your fiscal year end

**Income:**

Provide a worksheet summary of your total annual billings (sales - GST/HST - total)

or provide a copy of all your invoices in the calendar year for us to summarize

**Accounts Receivable:**

Provide a list of unpaid invoices as at your fiscal year end.

**Capital Expenditures:**

Provide copies of major purchases such as furniture, equipment, tools & vehicles

**Capital/Expense Lease:**

Provide copies of equipment, vehicle & real-estate leases

**Purchases:**

Provide a worksheet summary of your total annual purchases (product - GST/HST - total)

or provide a copy of all your vendor invoices in the calendar year for us to summarize

**Physical Inventory:**

Provide a list of purchases not sold as at your fiscal year end.

**Expenses:**

Provide a summary of your business expenses by category (expense - GST/HST - total)

or provide all paid receipts for business expenses in the calendar year for us to summarize

**Accounts Payable:**

Provide a list of unpaid vendor invoices as at your fiscal year end.

**Automobile Expenses:**

A Mileage Log supporting business km. vs total km. travelled in the calendar year is required

Automobile gas - all paid receipts

Automobile maintenance - all paid receipts

Automobile insurance - copy of auto policy

Automobile other - copies of paid 407etr, Parking, CAA, Onstar, car washes

Automobile lease – copy of vehicle lease

**Home Office:**

Please provide the sq ft of your dedicated business space and the sq ft of your home

an approximate drawing of the area with room measurements will suffice

Mortgage interest - as provided by your financial institution for the calendar year

Property tax - as supplied by the town or city for the calendar year

Insurance - copy of home policy

Utilities - copies of hydro, heat, water paid billings for the calendar year

Communications - copies of paid telephone, internet as related to the business

Maintenance - copies of specific repairs & maintenance to the dedicated business area

**Other:**

Please specify any area of concern that are specific to your business which require attention

Bank statements for all bank accounts in the corporation name.

Remittance copies: Corporate taxes

Remittance copies: G/HST returns

Remittance copies: Source deductions (Payroll withholdings)

Remittance copies: WSIB returns

Receipts of personal paid expenses relating to Corporation (not reimbursed)

Prior year Notice of Assessments

General Ledger or back-up of accounting software: include Username and Password

**Please note, if your Corporation is in a profitable position, your Federal return must be electronically filed within 2 months of your year end date.** If no tax is owing the corporate return should be filed within 6 months

of your year end date. Interest/penalties are applicable for tax liabilities that have not been addressed within these time frames.

If feasible, I would ask that the above items be provided to our office within one month of your year end close.

As an additional benefit of receiving your financial data in a timely fashion, I am better able to provide you with Corporate and personal tax planning strategies.

A Division of 1379802 Ontario Inc.

**27 Clapperton Street, Suite 301**

**Barrie, Ontario L4M 3E6**

**Tel: 705-728-6469**