

Corporate Tax Yearend Checklist

The following checklist is a general list of documents we will need to complete the financial statements and corporate tax return for your corporations' yearend. The list is designed as a general guideline and some items listed below may not be relevant for your business. In addition, if there are items specific to your business not included in our list, please feel free to include them.

If you use QuickBooks, Simply Accounting/Sage or another bookkeeping software:

- Accountants copy of the QuickBooks/Sage file with a divide date the same day as your yearend
 - This can be sent via email through the QuickBooks server or saved on a USB key
 - Alternatively, a backup or portable file can be provided
 - Don't forget to send us the password for the file
- Yearend bank statement and bank reconciliation
- Yearend credit card statement(s)

If you don't use bookkeeping software or use excel:

- All bank statements for the year
- Cheque stubs and cancelled cheques
- Deposit book
- Credit card statements for the year
- Accounts receivable and Accounts Payable listing at yearend

Items needed for both methods above (if applicable):

- GST/HST Return(s) for the period
- Corporate Tax Notice of Assessments for previous year
- Copies of all Invoices Related to Capital Asset Additions
- T5 and/or T4 Summary for the Year
- Details of Existing and New Loan/Line of Credit Arrangements
 - Statements of Account at year end
 - Original Loan Document
- Investment Statements for the Period
- Inventory Listing at year end
- EHT Return(s) for the period

New Clients Only

- Copies of Previous Period's Corporation Tax Returns – New Clients Only
- Copies of Articles of Incorporation, Share Register, Minutes of Shareholder Meetings, Shareholder Agreements, Bank Agreements and Covenants – New Clients Only