

**Company Name:** \_\_\_\_\_

**Yearend:** \_\_\_\_\_, 20\_\_

1. Copy of accounting entries (USB stick, email attachment) .....
2. Preliminary Trial Balance, Balance Sheet and Income Statement from accounting program.....
3. Bank statements for year and for following month .....
4. Bank reconciliations as at last day in fiscal year.....
5. Aged Accounts Receivable – identify any potential bad debt accounts.....
6. Aged Accounts Payable .....
7. Documentation of any debt and/or credit card statements .....
8. Credit card reconciliation as at last day in fiscal year.....
9. All GST/HST remittance statements for the year .....
10. Copy of T4 Summary as filed and amount of payroll deductions from last month of year .....
11. Inventory balance at year end.....
12. Federal and provincial Notices of Assessment for the year .....
13. Most recent federal and provincial statement of accounts (if made installment payments) .....
14. Details of related party account transactions .....
15. Any changes to share structure, officers, directors, etc. ....
16. If deducting Business Use of Home: office area \_\_\_\_ / total square feet \_\_\_\_\_. ..... 
  - a. mortgage interest or rent \$ \_\_\_\_\_
  - b. property taxes \$ \_\_\_\_\_
  - c. heat \$ \_\_\_\_\_
  - d. hydro \$ \_\_\_\_\_
  - e. insurance \$ \_\_\_\_\_
17. Vehicle information: ..... 
  - a. company owned – yes / no
  - b. vehicle year and make \_\_\_\_\_
  - c. business use KMs \_\_\_\_\_ / total KMs \_\_\_\_\_
  - d. expenses:
    - i. gas \$ \_\_\_\_\_
    - ii. insurance \$ \_\_\_\_\_
    - iii. repairs \$ \_\_\_\_\_
    - iv. parking/407ETR \$ \_\_\_\_\_
    - v. interest or lease \$ \_\_\_\_\_