LAKE COUNTRY
Accounting & Tax

55 Nottawasaga Street
Orillia, ON, L3V 3J5
Tel: 705-326-4125
www.lakecountryaccounting.ca

CORPORATE TAX YEAR-END CHECKLIST

With your Year-End approaching we would like to ensure all essential up to day information is provided to our firm. Please Fill in the following and return this form and any supporting documents to us, as soon as possible (a minimum of 4 weeks before your taxes are due), to ensure we have adequate time to process you return before the due date.

Please remit this checklist along with any additional essential information.

Business Name: _____

Owner / Partners names: _____

INFORMATION REQUIRED FROM ALL CLIENTS

If yes is answered on any question, please provide details or copies of transactions.

Has your **contact information changed** in the past year? ☐ Yes ☐ No

Has your **corporate lawyer changed** in the past year? ☐ Yes ☐ No

Did anyone owe you money (**Debtor**)? Or did you owe anyone money (**Creators**) at year-end?
If yes, please provide a summary aged accounts receivables and/or payable at year-end. ☐ Yes ☐ No

Did you dispose of or purchase any **business assets/ properties** during the year? ☐ Yes ☐ No
If yes, provide copy of receipts, legal documentation, invoices, Statement of Adjustments and Trust Ledger Statements.

Have there been any changes in the business or shareholders in the past year? ☐ Yes ☐ No

INFORMATION REQUIRED IF APPLICABLE:

In the past year, have there been any **bookkeeping issues** we should be aware of? ☐ Yes ☐ No
If yes, please provide details.

Have prior **year-end adjustments** been recorded in your accounting software? ☐ Yes ☐ No

Do you use **QuickBooks** or **Sage Accounting**? ☐ Yes ☐ No
If yes, please provide us with the **data file** (via disk, USB or email) with the year and version of your software, username and password to open the file. If you are not able to send a copy of the file, please provide a copy of your trial balance and/or balance sheet and income statement for the year.

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Do you **work from home** or have a **home office**? ☐ Yes ☐ No
If yes, fill in the work from Home Office Exp Checklist.

Do we file your **HST**? If no, please provide a copy of your returns and paperwork. ☐ Yes ☐ No

Do you have personal **vehicle(s**) used for business purposes, and have not reimbursed yourself for mileage? If yes, please provide us with total kilometers driven for business purposes. ☐ Yes ☐ No

Do you have any **outstanding business expenses** which were paid personally and not reimbursed by the company? If yes, please provide a summary sheet by type of expense and amount. ☐ Yes ☐ No

ADDITIONAL INFORMATION TO BE SUBMITTED (if applicable):

- ☐ Please provide a copy of your **bank reconciliation** and **bank statements** at year-end
- ☐ Copy of **inventory** list (including costs) at year-end
- ☐ Copy of **Corporate tax notices of assessment** and r**eassessment** for the prior year (both federal and provincial)
- ☐ Copies of **statement of accounts** for the **federal** and **provincial** corporate taxes at or after year-end
- ☐ Copy of statements from financial institutes for any significant **lines of credit, loans, or mortgages**, showing the amount owing at the year-end
- ☐ Copy of any **investment statements** at year end showing book value and details of capital gains and losses incurred during the fiscal year. Also copies of T3s or T5s received from brokerage firms during the fiscal year.

If you have any questions, please do not hesitate to contact my office.