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Corporate Income Tax Questionnaire

Corporate Name: _____

Please indicate business address (also indicate mailing address if different):

Incorporation Date: _____

Telephone: _____ Email: _____

Ontario Corp # (if applicable) _____

Business Number: _____ Fiscal year-end: _____

Registered for HST? (Y/N) _____ Sign up for online mail with CRA? (Y/N) _____

Corporation main product or service: _____

Accounting software used: _____

Name of bookkeeper and contact info: _____

Please provide list of shareholder(s):

Name:	% Of Ownership:	S.I.N.:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of entity:	<input type="checkbox"/> Private company	<input type="checkbox"/> Not-for-profit organization	<input type="checkbox"/> General partnership
	<input type="checkbox"/> Joint arrangement	<input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Limited partnership

Please check off and provide all of the documents that are applicable:

New client general information:

- Articles of incorporation
- Prior year corporate income tax and sales tax returns
- Prior year trial balance, general ledger and financial statements (Excel format is preferred)

General accounting information:

- Trial balance, balance sheet & income statement as at the year-end date
- A Copy of the general ledger for the entire fiscal year (Excel format is preferred)

Specific account information:

Cash:

- Copy of the bank statement and bank reconciliation as at the year-end date for all bank accounts.

Accounts receivable:

- Copy of the aged accounts receivable listing

Inventory and work-in-process:

- A listing of inventory or work-in-process as of the fiscal year-end date (report at lower of cost or fair market value)

Investments:

- Copies of the monthly summary statements of investment transactions for the entire fiscal year for all accounts
- Copies of all T-slips for the year (T5, T4A, T3's, & T5013)

Capital assets:

- Copy of the capital asset continuity schedule showing cost and accumulated amortization for each capital asset category
- List of all capital assets purchased during the fiscal year (please provide all invoices)
- List of all capital assets sold during the fiscal year

Accounts payable and accrued liabilities

- Copy of the aged accounts payable listing
- Copies of all sales tax filings during the year
- Copy of any Notice of Assessments received from CRA for payroll or HST

