



Here is a list of the required documentation for me to do your financial statements and corporate tax return.

- complete print out of balance sheet, income statement, trial balance, general ledger and journal entries to the yearend date or data backup from your accounting software;
- bank statements, deposit books and cancelled cheques and cheque stubs for the fiscal year and for the month following your fiscal year end;
- list of accounts receivable and a separate list of bad debts;
- list of accounts payable;
- schedule of prepaid expenses;
- detailed listing of inventory (if any) at laid out cost or realizable value;
- capital additions and disposal listing, copies of receipts of purchased or sold equipment within the year, a complete updated list of equipment and vehicles;
- copies of any loans including terms, interest rate, payment & maturity date;
- copies of contracts and leases;
- GST and PST remittance forms for the period; and
- payroll record;
- government forms: PD7A forms, WCB forms and T4 summary, corporate assessment forms, etc;
- copy of your annual report if you are filing them yourself; and
- are there any changes in shareholders, directors or ownership in the year