

**Corporate Year-End Organizer**

**YEAR** \_\_\_\_\_

Please provide us with the following information to allow us to prepare the corporate tax return and financial statements. **Please use a separate checklist for each year.**

Legal name of the corporation: \_\_\_\_\_

Operating name (if different): \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

CRA Business Number: \_\_\_\_\_

Tax year-end: \_\_\_\_\_

Address of corporation: \_\_\_\_\_

Location of books & records: \_\_\_\_\_

Most recent year-end completed: \_\_\_\_\_

Name & Address of former accounting firm<sup>1</sup>: \_\_\_\_\_

Please describe the main business activities of the company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Shareholders:**

Name	SIN/BN/Trust No.	% of Common Voting Shares	% of Preferred Shares
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_____	_____	_____	_____
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**General Questionnaire**

Did the company have physical office in other provinces in the year?	Y	N
Did the company pay any penalties, interest, or fines (CRA and other)?	Y	N
Does the company pay any recreational club dues or fees?	Y	N
Did the company pay any golf course fees?	Y	N
Did the company borrow money in the year?	Y	N
Did the shareholders lend money to the company during the year?	Y	N
Did the shareholders pay any expenses personally on behalf of the company?	Y	N
Were the expenses reimbursed?	Y	N
Were any expenses pre-paid for the year?	Y	N
Did the company pay any dividends in the year?	Y	N
Was there any purchases or sales of land or buildings?	Y	N
Was there any purchases or sales of furniture, fixtures or equipment?	Y	N
Does the company have an interest in a foreign affiliate?	Y	N
Does the company hold any investments in shares of foreign companies, mutual funds, real estate or other assets where the total cost of all combined is \$100,000 CDN or more?	Y	N
Did the company advertise outside of Canada?	Y	N
Did the company pay any life insurance premiums of owners or employees?	Y	N

## **Documents To Provide**

Following is a list of documents that we require to complete the year-end and T2 tax return.

### **Preliminary Matters**

- Our engagement letter signed
- A Copy of the articles of incorporation<sup>ii</sup>
- Prior year financial statements
- Prior year's complete T2 income tax return with all schedules
- Tax notice of (re) assessment(s) for the corporation's prior fiscal year-end
- G/HST notice of (re)assessment(s) for the fiscal year
- Shareholders resolution exempting the corporation from an audit<sup>iii</sup>
- A signed RC59 Business Consent (or authorize out firm via CRA's My Account)

### **Bookkeeping Records**

- Ending trial balance for prior year
- Trial balance for end of current year
- General ledger details (electronic preferred)
- A back-up copy of your electronic bookkeeping file
- List of any accounts receivable at year-end
- List of accounts payable at year end

### **Documents**

- Bank & credit card statements (include reconciliations if complete)
- Investment statements
- Inventory list for end of period
- List of prepaid expenses
- Details of any fixed assets leased, purchased or sold (disposed of) during the year
- A list of corporate expenses paid personally by shareholders that have not been reimbursed
- Payroll data (T4 summaries)
- Source deduction statements and remittances to the CRA
- WSIB returns and statements

- Details of loans payable and receivable
- Details of dividends declared, if any

If you have any questions, please call us at (289) 288-1206 or e-mail [dcpaley@deanpaley.com](mailto:dcpaley@deanpaley.com) to make an appointment to bring in your bookkeeping work.

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<sup>i</sup> The CPA professional code requires that we contact the previous accountants and request certain working papers.

<sup>ii</sup> The articles confirm the date of incorporation confirm the incorporation date, name of the corporation, jurisdiction of registration, type of corporation, incorporators, and details of the nature of the company's share capital.

<sup>iii</sup> Corporation are required to appoint and have an annual financial audit unless all of the shareholders waive the requirement. This waiver is required annually.