

CORPORATION TAX ORGANIZER

Corporation Name: _____

Tax Period: _____

Address: _____

Business #: _____ Home#: _____

Telephone: _____ Fax#: _____

Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement, by activity or an electronic back-up copy of accounting software with password (if applicable).

In addition, please provide the following information:

	DONE	N/A
1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.	_____	_____
2. Copies of HST, WSIB and EHT returns for the year.	_____	_____
3. Copies of all federal source deduction remittances and T4 summary and slips.	_____	_____
4. Statements of Arrears (HST, Corp Tax, Source Deductions, WSIB etc... if applicable).	_____	_____
5. Copy of the year-end inventory value listing at cost.	_____	_____
6. Copies of Bank and Credit Card Statements with reconciliations.	_____	_____
7. Copies of loan and/or lease agreements to/from shareholders, officers, banks and related parties including interest rates and payment schedules.	_____	_____
8. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal income tax payments and refunds.	_____	_____
9. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Provide copies of invoices, if applicable.	_____	_____
10. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
11. List of all entries in miscellaneous income/expense accounts.	_____	_____
12. List of potential non-deductible expenses, such as penalties and life insurance premiums.	_____	_____
13. Detail of meal and entertainment expenses.	_____	_____
14. Copies of insurance policies (Auto, Commercial, Property, Disability, and Life).	_____	_____
15. Details of changes in stock ownership	_____	_____

Can the Canada Revenue Agency discuss questions about this return with the preparer? Yes ___ No ___

If you are a new to Saunders & Associates please include a copy of last Annual Filed Return (T2) with Notice of Assessment, Articles of Incorporation, Shareholder Agreements and prior accountant contact information.