SAUNDERS & WELCH
Accounting, Bookkeeping & Taxation Professionals

CORPORATE REFERENCE LIST

Existing Clients - Have Any of The Following Changed?

- ☐ First OR Last Names of Business, Owners, Shareholders Etc.?
  - If yes, please send in the updated registries etc. for the file.
- ☐ Email or telephone numbers?
- ☐ Physical Or Mailing Addresses?
- ☐ Did a new business open, or incorporate during this period?
- ☐ Did any of your businesses close during this period?
- ☐ Did you open or close any of your accounts (HST, PAYROLL ETC.)?
- ☐ Did your year end date change?

New Clients – Please Provide the Following Information About the Company:

- ☐ Corporation Name (Including O/A if Applicable)
- ☐ Business Number
- ☐ Type of Business
- ☐ NAICS Number (if available)
- ☐ Canada Business Registry Information
- ☐ Company Key
- ☐ Physical and/or Mailing Address
- ☐ Business Telephone Number
- ☐ Articles of Incorporation
- ☐ Shareholder Registry
- ☐ Do you use Subcontractors?
- ☐ Are you registered for the following:
  - WSIB?
  - PAYROLL?
  - HST? – (Reporting Period?)
- ☐ Year End Date
- ☐ Copy of your last filed T2

Please Provide the Following Information About the Owner(s)/Shareholders:

- ☐ Full Name(s) & SIN(s)
- ☐ Who is the Primary Contact?
  - Do you prefer e-mail or telephone correspondence?
  - Do you prefer to sign documents digitally or in person?
- ☐ Preferred Phone Number(s)
- ☐ Email addresses
- ☐ Home Address

ALL Clients – What Services Are We Providing Your Company This Year?

- ☐ BOOKKEEPING SERVICES
- ☐ CORPORATE INCOME TAX RETURNS
- ☐ CORPORATE INFORMATION RETURNS
- ☐ FINANCIAL STATEMENTS
- ☐ PAYROLL SERVICES
- ☐ WSIB MANAGEMENT
- ☐ T5018s
- ☐ T4/T5 PREPARATION
- ☐ INVOICING SERVICES

We recognize each client's situation is unique. These reference sheets are provided as examples. Not all items apply to every company & some things may be needed that are not listed here.

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CORPORATE YEAR END & BOOKKEEPING PREPARATION LIST

If you have <u>not</u> entered all your expenses we need the paperwork.* ***If you HAVE, we do Not.*

Accounting Software:

- Update online accounting software
- Make sure bank link is current

-or-

- Create Back-up of desktop software and provide a copy with password (if required)

Bookkeeping:

- ☐ General Ledger
- ☐ Trial Balance
- ☐ Depreciation Schedules
- ☐ Balance Sheet
- ☐ Profit & Loss Statement
- ☐ Capital Asset Additions and Disposition Documentation
- ☐ Accounts Receivable Listing & Any Uncollectable Amounts
- ☐ Accounts Payable Listing
- ☐ List of Potential Non-Deductible Expenses

Please Provide Copies of:

- ☐ HST filings
- ☐ WSIB Filings
- ☐ EHT Filings
- ☐ Payroll Summary File (CRA)
- ☐ Federal Source Deduction remittances
- ☐ T4 Summary & Slips
- ☐ Bank Statements
- ☐ Credit Card Statements
- ☐ E-Transfer Detail Report from Bank
- ☐ Loan or Lease Agreements with the Corporation
- ☐ Year-end inventory Value listing at Cost
- ☐ Vehicle and Mileage Data for Company Owned Vehicles
- ☐ Meal and Entertainment Expenses
- ☐ Insurance policies

Special Situations:

- ☐ Statement of Arrears (HST, WSIB, Corporate Tax Etc.)
- ☐ Outstanding CRA Returns:
  - Corporate Tax
  - HST
  - OTHER
- ☐ CRA Reviews, Matching Letters or Demands
- ☐ Dissolution of a Corporation
- ☐ Corporation Canada Annual Return
- ☐ Ontario Business Registry Return

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