

**CORPORATION YEAR-END CHECKLIST**

\*\*\* Client Name \*\*\*  
\*\*\* year-end date \*\*\*

**WHAT TO GATHER.....**

*To enable us to complete your year end on time, we need you to give us all the information we need.*

*Please use this checklist to ensure that everything we need is available.*

*Simply check off everything as you collect it.*

*Please call if you have any questions*

*Bring this list with you when you bring your records to us, or we can come to your office to pick it up.*

*Thank you for your time*

Quickbooks data file (or "portable" file) on a flash drive or uploaded to your portal on our website \_\_\_\_\_

Version of software \_\_\_\_\_

Password (if applicable) \_\_\_\_\_

Bank statement and cancelled cheques for he last month of the fiscal year and the month following \_\_\_\_\_

List of uncollectible accounts receivable \_\_\_\_\_

If your accounting records are not computerized we'll need hard copies of:

- Bank reconciliation including:
  - bank statement for \_\_\_\_\_ \*\*\* year-end date \*\*\*
  - list of outstanding deposits, cheques, etc. \_\_\_\_\_
  - bank statements and cheques for the year \_\_\_\_\_
  - and the month following the year end date \_\_\_\_\_
- trial balance @ \_\_\_\_\_ \*\*\* year-end date \*\*\*
- balance sheet @ \_\_\_\_\_ \*\*\* year-end date \*\*\*
- profit & loss for \_\_\_\_\_ \*\*\* year-end date \*\*\*
- Accounts receivable aged summary list @ \_\_\_\_\_ \*\*\* year-end date \*\*\*
- Accounts payable aged summary list @ \_\_\_\_\_ \*\*\* year-end date \*\*\*

Statements of Source Deductions from Revenue Canada  
for the year up to and including \_\_\_\_\_ \*\*\* year-end date \*\*\*

Copies of invoices for any additions to fixed assets (e.g. equipment, computers, etc.)

HST remittance forms for the year up to and including \_\_\_\_\_ \*\*\* year-end date \*\*\*

EHT Notice of Assessment for the current year \_\_\_\_\_

WSIB Statements for the year \_\_\_\_\_

**Corporate income taxes:**

Notice of Assessment for previous year end

\_\_\_\_\_

Statement of Account - all

\_\_\_\_\_

Bank loans - statements for the year up to and including \*\*\* year-end date \*\*\*

Office-in-home information

total for utilities (hydro/gas) for year

\_\_\_\_\_

mortgage interest

\_\_\_\_\_

house insurance

\_\_\_\_\_

property taxes

\_\_\_\_\_

amount of home used as office in square feet

\_\_\_\_\_

total square footage of home

\_\_\_\_\_

Mileage Allowance for personally owned automobiles used for business:

Estimated mileage for the full year

Estimated mileage for business purposes

Statements for investment portfolios.

\_\_\_\_\_

List of inventory at cost @ \*\*\* year-end date \*\*\*

\_\_\_\_\_

Note any inventory that may be obsolete or whose value is now less than the cost.

Choose your favourite type of cookies (Choose only one please)

Chocolate chip

\_\_\_\_\_

Oatmeal

\_\_\_\_\_

Oatmeal raisin

\_\_\_\_\_

Peanut butter

\_\_\_\_\_