

## NEW CORPORATE CLIENT CHECKLIST

### Contact Information

Name of contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Business Identification Number (B.I.N.): \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

\_\_\_\_\_

### Filing Information

Corporate year-end: \_\_\_\_\_

HST year-end: \_\_\_\_\_

HST filing frequency: \_\_\_\_\_

Payroll filing frequency: \_\_\_\_\_

### Shareholder(s) Information

Shareholder's Name	S.I.N.	Percentage Common Shares	Singing Officer (Yes/No)

Address of signing officer: \_\_\_\_\_

\_\_\_\_\_

## Other Supporting Documents

- ✓ Articles of Incorporation
- ✓ All current assessments notices (corporate, HST) and instalments made
- ✓ Prior year Financial Statements
- ✓ Prior Year Corporate Tax Return
  
- ✓ Trial balance at year end
- ✓ Bank statements / bank reconciliation
- ✓ Copy of investment sales and purchases (or supply all statements for the year)
- ✓ Listing of aged accounts receivable (highlight doubtful accounts)
- ✓ Details of property, plant and equipment bought or sold, and any related loans
- ✓ Bank statement to support any bank loan balances and/or lines of credit and/or credit cards
- ✓ Listing of accounts payables
- ✓ Details of the pay period that includes year-end (gross wages for the last pay period)

## OFFICE USE ONLY

- ✓ **Newly incorporated client:**
  - RC 59
  - Pick year end
  - Engagement letter with chosen year end
  
- ✓ **New client- change of accountant:**
  - RC 59
  - Engagement letter
  - Letter to prior accountant