



New Corporate Client Checklist

CONTACT INFORMATION

Name of contact person: _____

Email: _____

Phone #: _____

Legal name of corporation: _____

Date of Incorporation: _____

Business Identification Number (B.I.N): _____

Business Address:

Mailing Address (if different):

FILING INFORMATION

Corporate year end: _____

HST filing frequency: _____

Payroll filing frequency: _____

SHAREHOLDER(S) INFORMATION

| Shareholder's Name | S.I.N | Percentage Common Shares | Signing Officer? (Yes/No) |
|--------------------|-------|--------------------------|------------------------------|
| | | | |
| | | | |
| | | | |

Address of signing officer:

DIRECTOR INFORMATION

| Directors Name | Position/Title | Address | Telephone | Email |
|----------------|----------------|---------|-----------|-------|
| | | | | |
| | | | | |
| | | | | |



RELATED /ASSOCIATED CORPORATIONS (IF APPLICABLE)

Name of the associated corporation(s): _____

Country of residence of the corporation: _____

Business number: _____

Relationship (related, associated, parent or subsidiary): _____

Number of shares owned: _____

Class of shares: _____ Book Value of capital stock:\$ _____

QUESTIONARE

Did you dispose of any stocks, bonds, T-Bills, real estate or other property? YES NO

If yes, list the sale proceeds, cost of acquiring the property, the V-day value of the property if owned on December 31st 1971, and the costs incurred in the selling of the property. Enclose supporting documents and contact information for all.

Have you borrowed money for investment purposes? YES NO

If yes, indicate lender, interest paid principal outstanding and investment purpose of loan.

Did you earn any rental income? YES NO

If yes, please complete the statement of Rental income form and attach. If you bought a rental property in the year, include Statement of adjustments and copy of the latest property tax assessment.

Did you incur any out-of-pocket business expenses? YES NO

If yes provide a list of expenses.

If you answered yes tor the above question, did you incur automobile or home office expenses? YES NO

If yes provide the following:

| Automobile Expenses | Amount |
|---|--------|
| Gas (logged millage) | |
| Repairs and Maintenance | |
| Insurance | |
| License | |
| Other Costs | |
| Car Washes | |
| Lease Costs | |
| Parking Costs | |
| Interest on Financing a Vehicle | |
| Total # of Kilometers Driven in Year | |
| Total Business Kilometers in Year | |
| Mileage Allowance Received, if Applicable | |
| Cost of New Vehicle | |
| Proceeds on Sale or Trade of Old Vehicle | |



| Home Office Expenses Total Sq.Ft. _____ Office Sq.Ft. _____ | Amount |
|--|--------|
| Heat | |
| Water | |
| Electricity | |
| Insurance | |
| Repairs and Maintenance | |
| Mortgage Interest | |
| Property Taxes | |
| Rent | |
| Other Expenses: | |

OTHER SUPPORTING DOCUMENTS

- Articles of Incorporation
- All current assessment notices (corporate ,HST) and instalments made
- Prior year Financial Statements
- Prior year Corporate Tax Return
- Trial Balance at year end or access to bookkeeping software
- Bank statements/bank reconciliations at year end
- Copy of investment sales and purchases (or supply all statements for the year)
- Aged listing of accounts receivable at year end (identify doubtful accounts)
- Purchase invoices for property, plant and equipment bought or sold and any related loans
- Bank statements to support any bank loan balances and/or line or credit and /or credit cards
- Financing, banking and/or credit facility agreements
- Inventory valuation list
- Details of the pay period that includes year end (gross wages for the last pay period)
- Insurance documents for policies in effect during the year
- Property tax assessments

I certify that the above information is accurate and correct.

Client Name _____ Client Signature _____ Date _____

OFFICE USE ONLY

- Newly incorporated client:
 - RC59
 - Engagement letter with chosen year end
 - Independence LETTER (IF REQUIRED)
- New client change of accountant:
 - RC59
 - Engagement letter
 - Takeover LETTER
 - Independence letter (IF REQUIRED)