

## REQUEST FOR YEAR END INFORMATION

Corporation Name: \_\_\_\_\_

The following is a list of data we will need to complete the year end:

- If available, make a back-up copy of your year-end accounting data on a CD, flashdrive, or send via Email (indicate software used and version number). If the file is password protected, please ensure this information is supplied to us
- If back-up copy of year-end accounting data is not available, please provide a copy of the general ledger; showing all transactions for the year (if this is too large of a report, please print just the revenue and expense accounts)
- Bank Reconciliations for all bank accounts and bank statements
- Payroll records, or a copy of the most recent T4 summary and supplementary slips
- Copy of remittance to Receiver General for payroll source deductions for the month following year-end
- Stock broker statements or other support for investments
- A list of Accounts Receivable
- A list of Accounts Payable
- Copy of GST reports for the year
- Copy of PST reports for the year
- A supporting schedule for Inventory on hand at year end
- Details of any capital assets purchased during the year with photocopies of the invoice(s).
- Details of any capital assets sold during the year with photocopies of the receipt(s).
- If any equipment has been purchased on a finance contract please provide a copy of the agreement.
- If any equipment has been leased during the year, please provide us with a copy of the lease agreement.
- A list of prepaid expenses at year end, include documentations (property tax, insurance, utilities, etc.
- A schedule of any new bank loans or mortgage with details of security, monthly payments, interest rates and maturity dates.
- A schedule of shareholders' withdrawals and deposits for the year
- A copy of the Corporate Notice of Assessment from Canada Customs and Revenue Agency for the previous year end.
- A copy of any installments made to Canada Revenue Agency
- Copies of Incorporation documents (only if recently incorporated)