

SWAIN & ASSOCIATES

CHARTERED ACCOUNTANTS INC.

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CORPORATE YEAR END INFORMATION GUIDE

Company Name: _____

Address: _____

Contact Name: _____ Telephone: _____

Email: _____ Fiscal Year-End: _____

Please note that this list is not inclusive and is to be used only as a guide;

Contact us with questions regarding any of the items listed below

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- Prior Year Financial Statements (new clients only)
- Prior Year T2 Corporate Income Tax Return (new clients only)
- Backup of computerized accounting software (if applicable)
- Bank statement and bank reconciliation for fiscal year-end
- Loan Statements, lines of credit and mortgages as of year-end (if used for business loans or purchases)
- Credit card statements as of year-end (if used for business loans or purchases)
- Information regarding any and all leases
- Documentation of all assets purchased during the year (furniture, equipment, leasehold improvements, etc.)
- Listing of any assets sold during the year with documentation
- HST Returns
- Any correspondence from Canada Revenue Agency
- T4's and T4 Summary, Employer's Tax Remittances, WCB payments
- Inventory on hand at year-end date (if applicable)
- Accounts Receivable listing, please note any receivables that are uncollectible
- Accounts Payable listing
- Home-in-office expenses (if applicable)

Notes:
