



Type of Engagement : Year-End Notice to Reader & Tax Returns

Name of client: _____ Year end: _____
 Address: _____ Telephone #: _____
 _____ Facsimile: _____
 Postal code: _____ Email address: _____
 Other Contact: _____
 Organization: Corporation Partnership Proprietorship
 Association/Society Joint Venture Other _____

Jurisdiction of registration and Business # : _____

Names SIN, titles, addresses and telephone numbers of directors, officers, partners, and/or managers

Name:	SIN:	Shareholder/Officer/Director:	Other Title:	Contact Info:

Foreign Investments/operation: Yes No If yes, provide more details: _____

Details/Nature of Business/Organization:

Bankers: _____

Solicitors: _____

Insurance co: _____

Mortgage / lease co.'s: _____

Associated / related co.'s: _____

Bookkeeper: _____

Description of accounting system: _____

***Please make sure all fields above are filled accurately in its entirety, additional fees will be incurred for inaccurate information**



Private Company Year-End Checklist

Please Indicate the items to be provided: if RELEVANT

- Quickbooks Data File or Quickbooks online access & password
Please provide password for online access: _____
- All accounts payable of unpaid invoices at year end
- Bank account statements and cancelled cheques at year end
- Credit card statements at year end
- Customer invoices receivable at year end
- Details with cost breakdown of all properties/capital assets at year end & details of all acquisitions during the year
- Details with cost breakdown of inventory at year end
- Brokerage statements at year end if relevant
- Share agreements, agreements to receive property, investments agreements.
- Share certificates of shares held outside brokerage accounts at year end if relevant
- Escrow Agreements
- Loan and mortgages payable statements at year end
- Incorporation documents and articles of incorporation
- Share registry, number and class of shares issued and outstanding, name of shareholders and SIN or BN of shareholders
- All CRA correspondence