



Corporate Year-End Organizer

Client Name: _____

Address: _____

Business Phone Number: _____

Contact Name: _____

Contact Phone Number: _____

E-mail Address: _____

Company Year-End: _____

Moore, McDermott Contact Name: _____

<p>Where there any changes to the company's legal name, shareholders, directors, etc? If yes, please provide any documentation pertaining to the amendments made.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Documents provided: _____ _____</p>
<p>Is this our first year preparing your financial statements and corporate tax returns?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If <u>yes</u>, please provide the following:</p> <p><input type="checkbox"/> Previous year financial statements and corporate tax returns</p> <p><input type="checkbox"/> Shareholder register with social insurance number of each individual and business numbers for corporations</p> <p><input type="checkbox"/> Articles of Incorporation</p>	<p>If we are conducting an audit or review, please provide the following:</p> <p><input type="checkbox"/> Insurance policies</p> <p><input type="checkbox"/> Financing agreements</p> <p><input type="checkbox"/> Leases</p>

If you are providing the company's accounting data on software, please provide:

Software Name: _____ **Version:** _____

Is your file password protected? If so, please provide the following information:

User Name: _____ **Password:** _____

Do you require us to post your year-end adjusting journal entries once your year end is completed? Yes No



Corporate Year-End Organizer (Continued)

Please provide copies of the following documents, if applicable:

- All bank statements for the year-end for any bank accounts associated with the company
- A listing of any prepaid expenses
- All investment information associated with the company (broker statements, capital gains/losses summary, dividends summary and interest income)
- HST returns for the year
- T4 and T5 Summary and Slips for the last calendar year
- A source deduction remittance for (PD7) for the year-end
- Details of capital assets additions and disposals (including cost and proceeds of any disposals)
- Any new financing agreements, leases or insurance policies (if we are conducting a review, or an audit)
- Copies of Federal Notices of (Re)Assessment for the prior years, received this year
- Copies of Federal Statement of Account showing current year-end installments
- Any loan agreements associated with the company that were negotiated or renewed during the year
- Any other documentation you feel might be useful in preparing your tax return (please list)

Other documents: _____

If you are not providing us with software containing your accounting data, the following reports will also be required:

- | | |
|---|---|
| <input type="checkbox"/> Trial Balance Sheet | <input type="checkbox"/> Income Statement |
| <input type="checkbox"/> Bank reconciliation for the last month of the year | <input type="checkbox"/> Accounts Payable Listing |
| <input type="checkbox"/> Accounts Receivable Listing; include any doubtful accounts | <input type="checkbox"/> General Ledger Listing |
| <input type="checkbox"/> Inventory Listing; include any obsolete items | <input type="checkbox"/> Balance Sheet |

Is bookkeeping required as part of your year-end? If so, please provide the following:

- Bank statements for the year-end, and any cancelled cheques for bank accounts (active or inactive) associated with the company
- Copies of invoices for revenue
- Copies of credit card statements for the year
- Cheque register and deposit books for the year

Notes: _____