



# THOMAS A. STEWART\*

CHARTERED PROFESSIONAL ACCOUNTANT

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## CORPORATE YEAR-END ORGANIZER

Corporation Name			
Address			
City, Prov		Postal Code	
Business Phone		Contact Phone	
E-mail Address			
Contact Name		Year End YYYY/MM/DD	

How would you like your copies of year end documents?  Pdf  Paper

Would you like to receive communication via E-mail?  Yes  No

Any changes to legal name, directors, shareholders, etc?  
If yes, please provide amendment documentation.  Yes  No

Is this the first year we are preparing your year-end statements and tax returns?  Yes  No

If yes, please provide:

- Articles of Incorporation and Minute Book
- Shareholder(s) Social Insurance Number(s)

How would you like your copies of year end documents?  Pdf  Paper

### BOOKKEEPING DATA

Software used: \_\_\_\_\_

Version: \_\_\_\_\_

If your file is password protected, please advise us of your password: \_\_\_\_\_

## CORPORATE YEAR-END ORGANIZER

If a copy of the software (Company File) is not available, please print the following reports at the year-end date:

- Trial Balance
- Balance Sheet
- Income Statement
- Accounts Receivable Listing
- Accounts Payable Listing
- General Ledger Listing
- Bank Reconciliation

Copies of documents required:

- Copies of all bank statements and cancelled cheques for the year (active or inactive)
- Copies of invoices for revenue
- Copies of credit card statements for the year
- Cheque Register (stubs) and deposit books
- GST and PST returns for the year
- Source deductions and remittance form (PD7) at year-end
- Copies of Federal and Provincial Statements of Installment accounts
- Details of capital assets (property, plant & equipment) purchases and disposals
- Investment information (monthly or quarterly broker statements for the year, details of purchases and disposals)  
**T3 and T5 forms, and summaries provided by broker**
- T4 Summary for the last calendar year (unless prepared by us)
- T5 Summary for the last calendar year (unless prepared by us)

Do you require us to post the year-end adjusting entries when your year-end is complete?

- Yes
- No

Notes:

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