

Company name: _____ **Year end:** _____

Please bring in the following, if applicable:

- data flashdrive or DVD (or electronic transfer of company data) - What software do you use?
Release date? What is your log on and password?
- cheque register/synoptic journal
- bank statements/cancelled cheques
- cheque stubs/deposit books
- bank reconciliations
- accounts receivable listing
- listing of doubtful accounts
- Inventory records
- Any work in progress?
- any equipment purchases or disposals
- any investments. If using a broker, please provide all monthly statements
- accounts payable listing
- GST or other sales tax returns/reports
- supporting vouchers — income
- supporting vouchers — expenditures
- payroll records, including any T4 summary if prepared
- Any WCB records
- Any loan or finance contracts, amortization schedules
- correspondence with tax departments and any notices received
- corporate minute book/annual return, or name and particulars of registered address

Any particular date you require the financial statements/tax returns?

Any special purpose for the financial statements?

If you previously engaged another accountant, please provide me with his/her contact information, as well as a copy of your last year's financial statements and tax returns.

Any notes for me, or questions you have: