

ANNUAL CORPORATE YEAR-END UPDATE

For existing corporate clients - please complete for the current year-end.



CLIENT & YEAR-END INFORMATION

Legal corporate name

Fiscal year-end

CRA Business Number

Primary contact

Email

Phone

WHAT CHANGED THIS YEAR?

No significant changes from last year

Address / contact information

Business operations / revenue sources

Shareholders / directors / officers

Related companies / reorganizations

Banking / financing

Accounting software / bookkeeper

Payroll / employees / contractors

Other significant change

Please describe any changes selected above

OWNERSHIP & CORPORATE STRUCTURE

New or departing shareholders/directors/officers, share changes or reorganizations

Any new related corporations, holding companies, partnerships or trusts?

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CRA, payroll, bookkeeping and financing changes.



CRA & TAX ACCOUNTS

No known CRA issues

Balance owing

Review / audit / notice

Late filing

Describe CRA correspondence, assessments, outstanding returns or balances

GST/HST filing frequency

Are all GST/HST returns filed?

PAYROLL & CONTRACTORS

No payroll

Employees

Contractors

T4A required

Changes to employees, payroll provider, compensation, benefits or contractors

BOOKKEEPING & RECORDS

Accounting software

Bookkeeper / person maintaining records

Books are complete/current

Cleanup / adjustments may be required

Any bookkeeping issues, unreconciled accounts or missing records?

BANKING & FINANCING

New/closed bank or credit-card accounts, loans, leases, LOCs or financing

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Shareholder activity, assets, inventory and unusual transactions.



SHAREHOLDER TRANSACTIONS

Dividends paid

Shareholder loans

Personal expenses / draws

Describe significant shareholder transactions, repayments, advances or dividends

CAPITAL ASSETS & VEHICLES

Purchased assets

Sold/disposed assets

Business vehicle activity

List significant equipment, vehicle, property or other capital asset purchases/disposals

INVENTORY / WORK IN PROGRESS

Not applicable

Inventory / WIP on hand at year-end

Year-end inventory/WIP amount and how it was determined

FOREIGN & OTHER REPORTING

Foreign assets / T1135 may apply

Foreign sales / operations

Crypto transactions

Real property purchased/sold

Provide details of any foreign, crypto, property or other special reporting items

UNUSUAL OR SIGNIFICANT TRANSACTIONS

Describe any major, one-time, non-routine or unusual transactions during the year

ANNUAL CORPORATE YEAR-END UPDATE

Year-end document checklist and final questions.



YEAR-END DOCUMENT CHECKLIST

Bank statements / reconciliations

Credit-card statements / reconciliations

Accounts receivable listing

Accounts payable listing

GST/HST returns and notices

Payroll reports / T4 / T4A information

Loan / lease statements

Asset purchase / sale documents

Year-end inventory / WIP

Investment statements / slips

CRA correspondence / assessments

Legal / corporate changes

TAX PLANNING & QUESTIONS

Salary / dividend planning

Capital purchases / financing

Retirement / succession

Business sale / reorganization

Questions, concerns or items you would like Rhonda to review

CLIENT CONFIRMATION

I confirm that the information provided is complete to the best of my knowledge and I have identified significant changes or transactions that may affect the corporation's year-end and tax filings.

Name

Date

OFFICE USE

Follow-up / missing items / notes