

Corporate Year-end Checklist

Name of Company _____

Fiscal Year-end _____

Is this first year Yes No

Please Provide the following details:

- Bank statements
- Check Stabs
- Deposit Slip
- Listing of Accounts Receivable
- Listing of Accounts Receivable to be written off
- Listing of Accounts Payable
- Receipts & Invoices for all capital assets purchased
- Communication with Canada Revenue Agency:
 - HST
 - Payroll
 - Corporate Tax
- Credit Card Statements
- Investment Statements
- WSIB Statements