

YEAR END CHECKLIST

- ☐ Prior year documents – Financial Statements, Income tax return
- ☐ Incorporation date and year end date
- ☐ All invoices, receipts, deposit slips for 12 month period
- ☐ 13 months of bank statements (12 for the fiscal year and one subsequent month), with the processed cheques attached
- ☐ Credit card statements for the 12 month period
- ☐ Invoice for any asset purchased or lease signed
- ☐ Inventory on hand balance at year end
- ☐ Excel spreadsheet (if bookkeeping is completed)
- ☐ All the assessments form received from CRA for GST, payroll remittance, and income tax
- ☐ Payroll records (if applicable)
- ☐ Total km used in year:
- ☐ Total km used for business purposes:

If home office is used:

- ☐ Total square footage of home _____
- ☐ Sq footage used for office _____
- ☐ Total yearly utility bills _____
- ☐ Total yearly heating cost _____
- ☐ House/contents insurance _____
- ☐ Mortgage Interest _____
- ☐ Property Taxes _____
- ☐ Rent _____
- ☐ Home telephone _____

Please provide explanation or documentation if any of the following apply:

- Change in shareholders
- Unusual transactions that occurred in the year
- Any legal claims that exist
- Change in address or contact information
- Loan agreements