

Corporate Tax Organizer Checklist

Audit

Please provide access to at least one of the following

- ☐ Hard Drive or Flash Drive
- ☐ User permissions to accounting software
- ☐ Electronic copy of general ledger and trial balance
- ☐ General summary with financial information
- ☐ Records are currently with McNabb Lucuk LLP

Please provide the following in a digital format

Assets

- ☐ Copy of invoices for major asset purchases or lease agreements

Automobile

- ☐ Automobile mileage log
- ☐ Banking & Loan Documents
- ☐ Bank statements for the entire year
- ☐ Bank statement for the last month of the prior year
- ☐ Bank statement for the first month of the following year
- ☐ Bank reconciliation for the year
- ☐ Copy of loan statements or line of credit statements for the year
- ☐ Copies of any new loan agreements
- ☐ List of next year's cheques and deposits to date

Business Reports

- ☐ Information for business use of home (if applicable) (mortgage, interest property taxes, utilities, insurance, repairs)
- ☐ List of accounts receivable at year end
- ☐ List of doubtful accounts at year end
- ☐ Inventory count list at year end
- ☐ List of accounts payable at year end
- ☐ Minutes from board and committee meetings

- ☐ Cheque stubs and deposit books for the year
- ☐ Paid purchase invoices
- ☐ Sales invoices

Contracts

- ☐ Copy of major contracts/agreements for:
- ☐ Provisions of service/franchise agreements, employees or subcontractors, grant funding, leases, property, equipment, etc.

Expenses

- ☐ List of expenses paid personally on behalf of the company

Insurance

- ☐ Copy of current insurance policies

Payroll

- ☐ Payroll register

Tax Documents

- ☐ Copy of last corporate annual return filed
- ☐ Copies of GST returns for the year
- ☐ Copies of Notice of Assessment (Federal & Provincial)
- ☐ Last PD7A for the year (remittance statement)
- ☐ Copy of T4 summary and T4s