KEVIN K. YIP, CGA #208 - 8678 Greenall Avenue, Burnaby BC V5J 3M6 Tel: 604-267-1220 Fax: 604-267-1225

T2 Corporation Tax Preparation Checklist

	Initials	Date
Prepared by:		
Reviewed by:		

Company Name:			
Year-Ended:		**Business No.:**	
Contact Person:			
Office Tel:		**Office Fax:**	
Cellular:		**Home Tel:**	
Email:			
Mailing Address:			

	Yes	No	Comments
Enquiries			
1. Whether an audit has been wavied			
2. Any change of capital structure			
3. Any change of directors, officers			
4. Any change of registered office address			
5. Any change of major business activities			
6. Any new bank account			
7. Any bank loan account			
8. Any fixed asset addition or disposal			
Information Required			
1. Incorporation documents (for new clients)			Incorporation Cerificate, Share Register, etc.
2. QuickBooks back up file (pls. state QB version)			
3 Income Statement, Bal Sheet & Corp Tax Return			
4 Trial balance			
5 General ledger			
6 Bank reconciliations			
7 Bank statements/cancelled cheques			
8 Cheque register			
9 Cheque stubs/deposit books			
10 Inventory listing			
11 Aged A/R listing			
12 Schedule of prepaids			
13 Capital additions/disposals listings			
14 Aged A/P listing			
15 Sales journal			
16 Invoices			
17 Paid expenses			
18 Out-of-pocket expenses			
19 GST returns			
20 PST returns			
21 Payroll account statements/T4 summary			
22 WCB returns			
23 Mortgage/interest schedules			
24 Loan agreements			
25 Lease/contractual agreement			
26 Others (pls specify)			