

**ABC COMPANY**  
**YEAR-END REQUIREMENTS**  
**(YEAR-END DATE)**

Please fill in the *name and address* on each of the following letters, also include all *account numbers* on the bank confirmation (if applicable):

- Signed engagement letter
- Signed bank confirmation
- Signed corporate data request
- Signed insurance confirmation

Please provide all of the following items applicable to your business (photocopies are acceptable where applicable):

- Simply Accounting/QuickBooks data (with password)
- Bank statements, cleared cheques and deposit slips for *(year-end date and subsequent month)* for each account
- Business credit card statements for *(year-end date and subsequent month)* for each account
- Summary of expenses paid personally
- PST returns
- WorkSafeBC/WorkSafe Alberta returns
- Payroll journal with calculations
- Payroll remittance form for *(year-end month)* wages (PD7A) filed with CRA
- Latest T4 Summary filed with CRA
- Invoices for capital asset additions and/or disposals for the year
- Registration for any new vehicles
- Detailed summary of intercompany transactions
- Financial Statements of any company that the Company owns shares of
- List of accounts receivable
- List of doubtful accounts and bad debt write-offs



**Business use of home**

Total sq. footage	_____
Sq. ft. used for business	_____
Heat (Hydro, Gas, etc.)	_____
Electricity	_____
Insurance	_____
Repairs and maintenance	_____
Mortgage Interest (no principal)	_____
Property taxes	_____

**Business use of vehicle**

Make, Model, Year	_____
Estimated fair market value	_____
Total KM for the year	_____
KM used for business	_____
Fuel	_____
Insurance	_____
Repairs & maintenance	_____
Interest/lease payments	_____