H.K. Accounting Tax Services
Chartered Professional Accountant
Creativity, Passion, Commitment

NEW CORPORATE CLIENT CHECKLIST

Contact Information

Name of contact person: ____

E-mail:____________________________________ **Phone #:** ________________

Legal name of corporation: ____

Business Identification Number (B.I.N.): ________________________________

Business address: ____

____

Mailing address (if different): ____

____

Filing Information

Corporate year-end: ____

GST year-end: ____

GST filing frequency: ____

Payroll filing frequency: ____

Othe filings/frequency: ____

Shareholder(s) Information

Shareholder's Name	S.I.N.	Percentage Common Shares	Singing Officer (Yes/No)

Address of signing officer: ____

____

Hardeep K. Khangura, CPA, CGA
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hkhangura@hkcpa.ca

Other Supporting Documents

- ✓ Articles of Incorporation
- ✓ All current assessments notices (corporate, HST) and instalments made
- ✓ Prior year Financial Statements
- ✓ Prior Year Corporate Tax Return

- ✓ Trial balance at year end
- ✓ Bank statements / bank reconciliation
- ✓ Copy of investment sales and purchases (or supply all statements for the year)
- ✓ Listing of aged accounts receivable (highlight doubtful accounts)
- ✓ Details of property, plant and equipment bought or sold, and any related loans
- ✓ Bank statement to support any bank loan balances and/or lines of credit and/or credit cards
- ✓ Listing of accounts payables
- ✓ Details of the pay period that includes year-end (gross wages for the last pay period)

OFFICE USE ONLY

✓ **Newly incorporated client:**

- Will be required to approve Auth Rep request via CRA my account
- Pick year end
- Engagement letter with chosen year end

✓ **New client- change of accountant:**

- Will be required to approve Auth Rep request via CRA my account
- Engagement letter
- Letter to prior accountant

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