

Corporate Client Intake Form 20__



Corporate Information	
Corporation name	
Operating name (If applicable)	
Business number	
Fiscal year end (MM/DD/YYYY)	
Contact name	
Phone number	
Email address	
Major business activity (description and %)	
Secondary activity (description and %)	
Did the corporation own foreign property at any time in the tax year with a total cost of more than \$100,000?	

Address Information

Current address	
City, province	
Postal code	

Year End Checklist

Documents Required	✓	Comments
USB drives containing bookkeeping records with passwords (or access to cloud account such as QBO).		
Prior year federal and provincial notices of assessment.		
Copies of GST returns for the year.		
Copies of bank / credit card statements and reconciliations.		
Copy of the first bank /credit card statement for the following fiscal year.		
Listing of any outstanding cheques or deposits as of your fiscal year end date.		
Statement of source deductions for the final month of your fiscal year.		
Copy of an account receivable listing at year end.		
Copy of an account payable listing at year end.		
Copies of your insurance policy statements.		
List of capital assets that have been bought or sold during the fiscal year (Please provide receipts).		
Copies of new loan documents or lease agreements.		
List of your inventory (if applicable) that you counted at year end.		
Please indicate if there has been a change in the shareholders of the company including percentage ownership of each owner. Include SIN # of new owners.		
Copies of major contracts/agreements.		

First Year Client Checklist

Certificate and articles of incorporation (if not previously provided).		
Share structure and share registry documentation.		
SIN #s of major shareholders (over 10%).		
Prior year financial statements, trial balance, and adjusting journal entries.		
Prior year corporate tax return and GST returns.		

Home Office Expenses (If Applicable)

Square footage used for business purposes	
Total square footage of the home	
Expenses:	
1) Mortgage interest or rent	
2) Property taxes	
3) Utilities	
4) Insurance	
5) Repairs and maintenance	
6) Others (please indicate)	

Mileage Amounts (If Applicable)

Vehicle owner per bill of sale	
Vehicle make and model	
Vehicle year	
Total mileage for the year	
Business-related mileage for the year	
A mileage log (if available)	
Vehicle date of acquisition	
Purchased price	