Halina Kiluk, CPA, CGA

Chartered Professional Accountant Certified General Accountant

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Corporate Year-end Checklist

| Name of Company | |
|-----------------|--|
| Fiscal Ye | ear-end |
| Is this fir | st year Yes No |
| | |
| Please F | Provide the following details: |
| | Bank statements |
| | Check Stabs |
| | Deposit Slip |
| | Listing of Accounts Receivable |
| | Listing of Accounts Receivable to be written off |
| | Listing of Accounts Payable |
| | Receipts & Invoices for all capital assets purchased |
| | Communication with Canada Revenue Agency: |
| | - HST - Payroll - Corporate Tax |
| | Credit Card Statements |
| | Investment Statements |
| | WSIB Statements |