



## Business Checklist

To ensure the greatest tax savings, we have provided a checklist for you of what to bring.

### Manual Systems

- Cash Float \$ \_\_\_\_\_
- Cash and credit cards on hand not deposited
- Cancelled cheques and bank statements for all accounts
- Deposit slips
- Sales records
- Cheque registers or ledges
- Cash paid out vouchers and/or Credit card statements with attached receipts
- Detailed list of accounts receivable (attach)
- Indicate accounts receivable to be written off on the above list. (write off or provision)
- List of inventory at cost on hand at the end of the year
- Annual insurance premium and date of coverage: (attach copy of premiums)
  - A) Liability    \$ \_\_\_\_\_                      Date Covering \_\_\_\_\_
  - B) Automobile \$ \_\_\_\_\_                      Date Covering \_\_\_\_\_
  - C) Other        \$ \_\_\_\_\_                                      Date Covering \_\_\_\_\_
- Copies of all government remittance slips (GST, Payroll, PST, WSIB, EHT)
- Payroll records
- Personal residence expenses for those who operate business from home (e.g.: rent/mort int, heat, hydro, insurance, taxes, internet, repairs, etc.)

### Computer Systems

- Copy of monthly general ledger
- Copy of monthly general journal entries
- Trial balance
- List and copy of major fixed asset additions in current year (e.g. equipment, computers, vehicles, etc.) (attach)
- Detailed list of Accounts Payable. Include all amounts paid following month for previous periods. (attach)
- Bank confirmations of all mortgages and bank loans and balance of private loans your year end
- Any amount owing to employees for unpaid wages and vacation pay after last pay period for month
- Copy of final property tax bill (if applicable)