

Company Information

Corporation/Company Name _____

CRA Business Number _____

Provincial or Territorial Jurisdiction _____

Address of Head Office _____

Type of Corporation (*Canadian Controlled Private Corp., Private, Public, Controlled Public, Sole Proprietorship*) _____

Incorporation Date _____ (dd/mmm/yyyy)

Year-end Date _____ (dd/mmm/yyyy)

Description of the business (industry, business activities, foreign activity) _____

Shareholders

Name _____ SIN _____ DOB _____

Name _____ SIN _____ DOB _____

Name _____ SIN _____ DOB _____

Primary Contact

Name _____

Address _____

Email _____

Primary Phone Number _____

Do you own other companies? Yes ☐ No ☐

Company name(s) _____

Other Professionals

Lawyer _____ Telephone _____

Financial Planner _____ Telephone _____

Other _____ Telephone _____

Service(s) Required

- ☐ T1 (Personal) ☐ T2 (Corporate) ☐ T3 (Trusts) ☐ T4 ☐ T5 ☐ T5018
- ☐ Financial Statements other than preparing your tax return
- ☐ Monthly Bookkeeping

Accounting & Bookkeeping Information

- Current Accounting Software: ☐ QuickBooks Online ☐ QuickBooks Desktop ☐ Sage Online ☐ Sage Desktop ☐ Other: _____
- Do you require software setup or migration? ☐ Yes ☐ No
- Do you currently work with an accountant? ☐ Yes ☐ No
- If yes, Accountant's Name & Contact: _____
- Do you have a previous bookkeeper? ☐ Yes ☐ No
- If yes, Previous Bookkeeper's Name & Contact: _____

Tax & Compliance Information

- Do you need assistance with Tax Filings ☐ Yes ☐ No
- Do you collect and remit GST/HST? ☐ Yes ☐ No
 - Filing frequency: ☐ Monthly ☐ Quarterly ☐ Annually
 - Do you collect PST? ☐ Yes ☐ No PST account # _____
 - Filing frequency: ☐ Monthly ☐ Quarterly ☐ Annually

Banking & Financial Information

- ☐ Checking ☐ Savings
- ☐ Credit Card(s) ☐ Line of Credit

Payroll & Employee Details

Do you require assistance with Payroll Processing ☐ Yes ☐ No

Do you require assistance with Payroll Remittance ☐ Yes ☐ No

Do you require assistance with WCB? ☐ Yes ☐ No

WCB Account # _____ Last Payroll Report ID _____

Do you require assistance with T4s/T5s? ☐ Yes ☐ No

- How many employees? _____
- How often? ☐ Weekly ☐ Bi-weekly ☐ Semi-Monthly ☐ Monthly
- Payroll software used: ☐ QuickBooks ☐ Sage ☐ ADP ☐ Other: _____
- Do you provide employee benefits? ☐ Yes ☐ No
- If yes, provider name: _____

Sales & Expenses Details

Sales- Invoicing

Do you require assistance with sales ☐ Yes ☐ No

- How do you record sales? ☐ POS System ☐ Invoicing Software ☐ Manual ☐ Other
- System Name: _____
- Do you track accounts receivable? ☐ Yes ☐ No

Expenses

Do you require assistance with expenses ☐ Yes ☐ No

- Do you track accounts payable? ☐ Yes ☐ No
- How are expenses recorded? ☐ Bank ☐ Paper Receipts ☐ Software
- Do you have petty cash? ☐ Yes ☐ No