

Documents Checklist

Trusted Accounting & Tax Services



Tel: 780-966-2700 or 587-712-0065, Email: trustedaccounting@live.ca

{1}	Incorporation :
	Certificate of Incorporation
	Corporation Registration Statement
	Copy of Articles of Association
	Annual Returns Filed to date
{2}	Canada Revenue Agency (CRA) :
	All Correspondences to & from CRA
{3}	Banking :
	Bank Statements with Cancelled Cheques
	Cheque Stubs
	Deposits Slips
	Statement of bank Loans
	Statement of Line of Credit
{4}	Credit Cards
	Business Credit Card Statements
	Personal Credit Card Statements (if used for business)
	Receipts for Credit Card Purchases
{5}	Cash Purchases for :
	Receipts for Cash Purchases
	Receipts for business expenses & purchases paid by personal cash
{6}	Sales :
	Monthly Sales Reports including Net Sales, GST & PST collected
	Invoices Made to Customers
{7}	Expenses :
	Bills from Suppliers

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{8}	Government Forms :
	GST Returns
	PST Returns
	Payroll Remittance Returns
	WCB Returns
{9}	Agreements, Contracts & Leases signed :
	Rent Agreements
	Leases signed
	Contracts signed
{10}	Other :
	Copy of Previous year's Trial balance
	Copy of Previous year's Financial Statements
	Copy of Previous year's Corporate Tax Returns (T2) filed