

Corporate Year-End Checklist

For your T2 return and year-end financial statements

HJ Wu & Company Inc. (CPA)

Vancouver, BC

Fill this in a few weeks before your year-end if you can. Tick what you are sending and use the boxes for the numbers we always ask about. A T2 return is due six months after year-end, so the sooner we have this, the calmer the filing.

ABOUT THE COMPANY

Corporation name

Fiscal year-end date

Contact person

Phone

Email

Accounting software (QuickBooks, Xero, etc.)

GST/PST filing frequency

DOCUMENTS I AM SENDING (TICK ALL THAT APPLY)

- | | |
|---|---|
| ☐ Bank statements, all months | ☐ Credit card statements, all months |
| ☐ Loan and line of credit statements | ☐ Access to my accounting file |
| ☐ Sales summary for the year | ☐ Payroll summary / T4s / T4 summary |
| ☐ GST/HST returns filed | ☐ BC PST returns filed |
| ☐ Employer Health Tax return | ☐ Shareholder loan activity |
| ☐ Dividend and bonus records | ☐ Invoices for equipment bought |
| ☐ Vehicle logs | ☐ Lease agreements |
| ☐ Minute book updates | ☐ Last year's T2 and notices of assessment |
| ☐ CRA or BC letters this year | ☐ Insurance policies |

NUMBERS WE ALWAYS ASK ABOUT

Dividends paid in the year

Bonuses paid to owners

Owner salary paid

Owner loan to the company

Company loan to the owner

Owner expenses paid personally

Equipment bought (over \$500)

Money still owed to you (A/R)

Money you still owe (A/P)

GST/PST owing at year-end

Payroll remittances owing

Cash on hand at year-end

DID ANY OF THIS CHANGE? (TICK ALL THAT APPLY)

- | | |
|--|---|
| ☐ New shareholders or directors | ☐ Shares issued or sold |
| ☐ New related companies | ☐ Sold or bought a business |
| ☐ Moved the office | ☐ Started paying staff |
| ☐ Bought or sold property | ☐ Started selling outside Canada |
| ☐ Borrowed over \$50,000 | ☐ Law firm trust account |

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Anything else? Planned purchases, big changes next year, questions for us