MEMO: Request for Information

To allow for the timely commencement of the engagement, please compile this information as soon as possible after your year-end. We request that, to the extent possible, these items be provided in electronic format with documentation of software versions and passwords as I maintain the working papers in electronic format.

Please note that the year end tax return is due to be filed 6 months after the year end date and the **taxes are due 3 months after the year end date**. I will need 2 weeks to complete the corporate tax return and year end financial statements assuming all of the paperwork is provided.

Please provide the following information at your earliest convenience:

General

* Trial balance at year end
* Detailed general ledger for the year and for the month subsequent to year-end
* Backup of the electronic version of your bookkeeping software including:
	+ User name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash / Bank Indebtedness

* Bank statements at year-end
* Year-end reconciliations for all bank accounts

Accounts receivable

* A list of aged accounts receivable by customer. Please indicate any doubtful or uncollectible accounts

Prepaid expenses

* A continuity schedule of prepaid expenses and deposits at year-end such as property and business taxes, insurance workers compensations, etc.

Capital Assets

* A list of capital assets bought or sold during the year together with an indication of the cost and/or proceeds
* Copies of any vehicle and equipment leases signed during the year

Accounts Payable and accrued liabilities

* A detailed listing of accounts payable at year-end, broken down as follows (enclose copies of supporting documents for all items except trade payables)
* Copies of all GST reports submitted to the Canada Revenue Agency during the year

Equity

* Copies of any changes to the incorporation certificate, articles of incorporation, company share register

If you would like to forward the information to me electronically please let me know and we will set up a client portal to accommodate that, otherwise I am free to pick up any paperwork and flash drives at your convenience.