



COMPILATION AND T2 ENGAGEMENTS
Information Required from Client

Company Name: _____
Yearend: _____, 20__

1. Bank reconciliations as at yearend
2. Bank statements as at yearend and for following month
3. Aged Accounts Receivable – identify any potential bad debt accounts
4. Aged Accounts Payable
5. Copy of T4 Summary as filed and amount of payroll deductions from last month of fiscal year.
6. Details on capital asset purchases
7. Federal and provincial Notices of Assessment for the year
8. Most recent federal and provincial statement of accounts (if made installment payments)
9. All GST remittance statements for the year
10. Documentation of any debt
11. Details of related party account transactions
12. Preliminary Trial Balance, Balance Sheet and Income Statement from accounting program
13. Any changes to share structure, officers, directors, etc.
14. Details of business use of home or personally-owned vehicle

If New Client:

15. Copy of Articles of Incorporation
16. Copy of prior year's T2 and financial statements
17. Completed Business Client Profile form