

Information Required	Provide/Instructions
Accounting Files(If Applicable)	Provide us with a copy of: <ul style="list-style-type: none"> • Bookkeeping file (eg. QuickBooks Backup, Sage/Simply Accounting Backup) OR <ul style="list-style-type: none"> • Balance Sheet; • Income Statement; • Trial Balance; and • General Ledger
Bank/Credit Card Statements	Provide us with all Bank and Credit Card Statements pertaining to the fiscal year
Corporate Income Tax Instalments	Provide us with the instalment payments made during the year \$ _____
Notice of Assessment	Provide us with a copy of the previous year's Notice of Assessment

QUESTIONNAIRE

YES NO

Did you dispose of any stocks, bonds, T-bills, real estate, or other property?

If yes, list the sale proceeds, cost of acquiring the property, the V-day value of the property if owned on December 31, 1971, and costs incurred in selling the property. Enclose supporting documents, including broker statements and contact information.

Have you borrowed money for investment purposes?

If yes, indicate lender, interest paid, principal outstanding, and investment purpose of loan

Did you earn rental income?

If yes, please complete the Statement of Net Rental Income Form. If you bought rental property in the year, include Statement of adjustments and copy a of the latest property tax assessment.

Did you incur any out-of-pocket business expenses?

If yes, provide a list of expenses

If you answered yes to the above question, did you incur automobile or home office expenses? **YES NO**

If yes, provide the following:

Automobile Expenses	AMOUNT
Gas Expense	
Repairs and Maintenance	
Insurance	
License	
Other Costs	
Car Washes	
Lease Costs	
Parking Costs	
Interest on Financing Vehicle	
Total # of Kilometers Driven in Year	
Total Business Kilometers in Year	
Mileage Allowance Received, if Applicable	
Cost of New Vehicle	
Proceeds on Sale or Trade of Old Vehicle	

Home Office Expenses	AMOUNT
Total Sq.ft. _____ Office Sq.ft. _____	
Heat	
Water	
Electricity	
Insurance	
Repairs & Maintenance	
Mortgage Interest	
Property Taxes	
Rent	
Other Expenses:	

Should you have any questions or additional information you may have regarding your corporate income taxes, please attach an additional page to the information provided.

I certify that the above information is accurate and correct

CLIENT NAME _____ CLIENT SIGNATURE _____