



GARY BOOTH CHARTERED ACCOUNTANTS

555 Burnhamthorpe Rd.
Suite 607
Toronto, ON M9C 2Y3
Tel: 416-626-2727
Fax: 416-621-7136
www.garybooth.com

Please supply us with the following applicable information:

Corporate Name: _____

Address: _____

Telephone No. _____ Cell No. _____

E-mail No. _____ www _____

Principals: _____

Please supply us with as much information as possible. Here is a comprehensive list of possible information.

_____ Data file in Quickbooks, MYOB, Simply Accounting, Business Vision etc.

_____ Balance Sheet

_____ Income Statements

_____ Aged Receivables/Payables

_____ Bank Statements/Passbooks for the year

_____ Bank Reconciliation for year-end

_____ GST, PST, EHT, WCB Remittance Forms

_____ Any other assessment notices for government remittance

_____ Listing of asset purchases

- _____ List of asset disposals
- _____ Payroll
- _____ Details of any shareholder transactions/drawings
- _____ Details of any change in share ownership
- _____ Loan Statements at year-end (from bank) and details of loan term payments
- _____ Leases

Any other additional information that you are providing that we should take special note of:

Please contact us for further clarification concerning items on the list.

Thank You!