



### **Business year end preparation checklist for new clients**

In addition to the [business year-end preparation checklist for existing clients](#) please provide the following:

- Articles of incorporation
- Prior year financial statements (most recent statements)
- Prior year corporate tax returns (Federal T2 and Provincial CT23 etc.)
- Detailed breakdown of accounts payable and accounts receivable amount shown on the prior years financial statements
- Shareholder information (who are the business owners, % owned and SIN) and class of shares issued and outstanding