

# BOOKKEEPING CHECK LIST

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To help you assemble your financial information for the preparation of your bookkeeping, please keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

## Corporation Information

Business Number: \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

Corporation Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Corporation: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship

## Recipient #1: Contact Information

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

SIN: \_\_\_\_\_

City: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Country: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Financial Statements

\* In CSV or excel format

☐ Balance Sheet

☐ Statement of Expenses paid personally for Corporation

☐ Income Statement

☐ Statement of Invoices (revenue) and Bills (Purchase)

☐ Trial Balance

☐ Credit card statements

☐ Bank statements

## Home Office Expenditure

Hydro Bills	\$	
Gas Bills	\$	
Water Bills	\$	
Phone Bills	\$	
Internet Bills	\$	
Property Tax	\$	
Mortgage Interest	\$	
Year Purchased	\$	
Purchase Price	\$	
Repair and Maintenance Cost	\$	
Home Office Usage _____% ( _____ Sft. Of _____ stf Home)		
Vehicle Usages: Personal _____ Km. Corporate _____ KM		