

## **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** amounts shown on the prior years financial statements
- **Shareholder information** (who are the business owners, % owned and SIN) and class of shares issued and outstanding