

To: Company Name

From: C. Robinson CPA Professional Corporation

Date:

Re: Corporation Tax Organizer:

You should update for changes or ensure that any information we have is complete and accurate.

Please complete entire checklist.

Name of business: _____
Name of Shareholder(s) (SIN) – _____
Address of head office: _____
Mailing address: _____
Business address: _____
Location of books and records: _____

Accountant: C. Robinson CPA Professional Corporation, 416-271-3976
Has basis of accounting been discussed with accountant (yes/no)?
Has Engagement Letter of services been signed with client (yes/no)?

Main product/service of business:
Major business activity: _____
If activity involves sale of goods: (wholesale/retail)
Top three products/services and % of sales for each

Articles of Incorporation (yes/no)
Corporate Seal (yes/no)
Share certificates (yes/no)
Other legal documentation as you deem necessary.

Date of Incorporation: _____
Year end of corporation: _____
Amount of share capital issued: _____

Name of contact person (and phone number): _____
Name and title of individual who will be signing the returns: _____

Tax account numbers
Canada Revenue Agency _____
Ontario _____
Other jurisdiction (specify) _____

Other account numbers if applicable:

Ontario Retail Sales Tax Number: _____

Ontario Employer Health Tax Number: _____

Ontario Company key _____

Directors / Officers

For the 5 most Senior Officers please provide name, address, title, date, appointed, date ceased (if applicable).

Please indicate if the Director / Officer are a Canadian Resident.

Note: For Ontario the information must be current at the date the tax return is filed.

Financial Statements (If this is the first year C. Robinson CPA Professional Corporation is preparing your company's returns, please provide a copy of the previous two year's financial statements and tax returns). Please also include a trial balance.

Please gather the following information for the fiscal year end to file your Federal and Provincial Corporate tax returns.

- Bank statements, cancelled cheques
- Government correspondence received
- Sales invoices
- Significant contracts
- List of capital items (equipment) purchased and / or sold
- All GST, HST, Payroll, WSIB etc. reports filed during the tax year

Regards,

C. Robinson CPA Professional Corporation