



TOM WILHELM PROFESSIONAL CORPORATION

Chartered Professional Accountants

Bookkeeping Checklist

1. Bank statements for the year
2. Copies of all sales invoices issued
3. Copies of all purchase invoices
4. Copies of all HST returns filed during the year
5. If you use a credit card for business purchases, copies of the credit card statements for the year
6. Copies of investment statements for any investment accounts held by the company
7. Copies of invoices for insurance premiums and property taxes for the year
8. If any new leases were signed during the year, please provide a copy of the lease agreement
9. Details of any new loans or mortgages including amounts, balances at year end, interest rates, due dates and payment terms
10. Copies of all corporate tax assessments received during the year