



Please note that all information provided in this memo is only a general guideline to consider and that additional information may be required on a case-by-case basis. If you have any additional information you feel that may be useful for your tax preparation, please include it in your records. If you have any questions, please don't hesitate to contact us.

Please provide the following information:

Do you have a website? If so, what is the percentage of gross revenue generated from the internet in comparison to the corporation's total gross revenue?	
Access to your Sage 50, Quickbooks, or Quickbooks Online software. If you do not use any of these software packages, please provide us a copy of your General Ledger, Trial Balance, Balance Sheet, and Income Statement.	
Bank statements and any reconciliations.	
Accounts Receivable and Accounts Payable listings.	
Inventory listings.	
Invoices for capital additions and dispositions.	
Credit card statements and any reconciliations.	
New lease, loan, line of credit, mortgage statements, etc.	
Investment, brokerage statements, Realized Gain/Loss Report, etc.	
GST and Payroll working papers.	

Any CRA and Government of Alberta Notices of Assessment (NOA), Re-assessment, or other correspondence.	
Any new activities or events effecting the current or future operations of the company.	
Mileage log for business use of personal vehicle (include total km and % for business use).	
Home office expenses (size of office and expenses including utilities, property tax, insurance and interest paid on mortgage).	