

**Documents required from new Client
(For Book-keeping and/or Compilation assignment)**

Initial requirements:

- A copy of Certificate of Incorporation and Articles, if incorporated
- A copy of Master Business Licence (Name Registration), if applicable
- A copy of Business number registration
- HST registration number, if applicable
- Payroll Registration number, if applicable
- WSIB registration number, if applicable
- Rent and Equipment Lease agreement, if applicable
- Loan/Mortgage agreement, if applicable
- Previous Financial Statements, if existing business
- Previous Income Tax return, if existing business
- Employees' details:
 - Name and address of employee
 - Social Insurance Number
 - Date of Birth
 - Date hired
 - Copy of current form TD 1 and TD1 (ON)

Regular Requirements:

- Trial balance and Accounting file on disk, if applicable
- Bank Statements with cheques and deposit books
- Credit Card Statements with supporting receipts
- Cheque stubs and deposit books
- Purchase and expense invoices/receipts
- Sales invoices
- HST return with Access code, WSIB and Payroll Remittance form, as applicable
- Original Invoices for capital equipment purchase or leasehold improvements
- Annual loan and mortgage statement, if applicable

Some or all of the above information will be required monthly, quarterly or yearly depending on the nature of assignment/engagement.

(Your neighbourhood Accountant - Quality work is our way of life)

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