



KD PROFESSIONAL SERVICES CORP.

# Corporate Year End Checklist

Company Name		Date Received	
Name of Contact		Phone Number	

ITEM	N/A	Pending	Complete	Notes
1. Certificate of Incorporation (Usually in the Minute Book)				
2. Minute Book Shares & Owner Structure				
3. Business Number				
4. Corporate Tax Return (Prior year if new client)				
5. Financial Statements (Prior Year if new client)				
6. Corporate NOA (Prior year)				
7. GST Filings & Assessments				
8. Payroll Filings, T4's, etc.				
9. Bank Statements				
10. Credit Card Statements				
11. Inventory Listings				
12. Loan &/or Mortgage Documents				
13. Line of Credit Information				
14. Assets Purchased & Sold (Year)				
15. Purchase / Lease Agreements				
16. Accounting Files (if you did bookkeeping - QB, Simply, etc.)				
17. Home Office Expenses & %				
18. Vehicle Expenses & %				
19. Completed Reconciliations (Bank / CC / AP / AR)				
20. Investment (Please provide details)				
21. Other				
22. Other				

To save a completed form: Save a blank copy of this form on your device. Open saved file and fill-up the form. Click SAVE to save a copy of the filled-up form.