



KD PROFESSIONAL SERVICES CORP.

Corporate Year End Checklist

Company Name		Date Received	
Name of Contact		Phone Number	

ITEM	N/A	Pending	Complete	Notes
1. GST Filings & Assessments				
2. Payroll Filings, T4's, etc.				
3. Bank Statements				
4. Credit Card Statements				
5. Inventory Listings				
6. Loan &/or Mortgage Documents				
7. Line of Credit Information				
8. Assets Purchased & Sold (Year)				
9. Purchase / Lease Agreements				
10. Accounting Files (if you did bookkeeping - QB, Simply, etc.)				
11. Home Office Expenses & %				
12. Vehicle Expenses & %				
13. Completed Reconciliations (Bank / CC / AP / AR)				
14. Investment (Please provide details)				
15. Other				
16. 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.