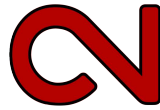


COLLECTIVE

N U M B E R S



Cheque stubs and deposit books

È Shareholder loans

È Capital gains/losses (Need proceeds from sale and original cost)

Other income

DEDUCTIONS AND TAX CREDITS

Any electronic bookkeeping files (Excel, Simply Accounting, QuickBooks...). Please provide us with the User ID and password to access your bookkeeping file

All receipts for all purchases and expenses

Corporate tax, GST and CRA payroll documents, installments/payments and any CRA correspondence relating to your business

Cheque Stubs

Wages and salaries paid out

Vehicle information – leases, purchases, etc. We need the date purchased and value (i.e. bill of sale)

Shareholder withdrawals, dividends or changes

Interest on money borrowed to purchase investments and investment management fees

Details of property, plant and equipment bought, sold or traded and any related loans

If applicable provide inventory listing including date of count and method of valuing (cost or retail – if retail please provide the markup)

Charitable Donations and Political Contributions

Other important matters to be aware of? any changes to company profile, address, email or phone number

Bgpcarbenmqrgldmpkargml - baliaaamslrrpalqgr , bali , albaaamslrgldmpkargmlmpatmgbafcosc (lmrc rfarrfcAPAugllqrmngqqsglepcdslbqbwafcoscg12./6)

È

DEDUCTIONS AND TAX CREDITS (continued)

Business revenue and expenses

Business Use of Your Home

Rent, if you are renting your home
Mortgage interest, real property taxes, PMI
insurance Utilities, such as natural gas,
electric, propane Trash service, pest control
service
Homeowners or renters insurance
Regular maintenance of the home

Other Potential Tax Deductible Items:

Advertising
Commissions paid
Contract Labor
Interest on a business loan
Parking and tolls for business travel
Equipment purchases
Accounting and legal fees for the business
Health insurance premiums
Office Supplies
Business liability insurance
Rent of business equipment
Rent or lease of storage facilities
Rent or lease of business space
Maintenance and repairs of equipment or business
space Shop supplies
Business property taxes
Business travel - hotel, parking, air and bus fares,
taxi Internet service
Web site hosting, design, and domain names
Cell Phones
Books, newspapers, magazines for business
purposes

Standard Mileage Deduction

The standard business mileage deduction for 2016 is \$0.54 /mile. If your business is not home based, then you may not take a deduction for the mileage from your home to your principal place of business. Any other business related mileage should be deductible. This includes mileage to pick up supplies, to do your business banking, to make deliveries, to visit customers or potential customers, to the post office, to meet with the accountant or attorney, and to stores or business suppliers.

Other Potential Tax Deductible Items:

Telephone - the first line coming into a home is usually not deductible. However, if you add on services for the business, such as call waiting or distinctive ring tones, these may be deductible.
Long distance phone charges and phone cards for business calls Association and membership fees
Meals and entertainment (these are usually only 50% deductible)
Utilities - Electric, heat
Cost of inventory items that sold (do not include unsold inventory) Donated inventory - check with your accountant for special rules Answering services Postage and shipping
Education and seminars - must be related to your current business, not for a new career
Customer gifts
Software purchases
Software subscriptions, such as security software
Merchant fees for your credit card sales
Bank service charges
Depreciation on the cost of furniture and equipment that you owned before you started the business, such as desks, computers, file cabinets. - check with your accountant

OTHER ITEMS

- Any changes to company profile: Address & Phone Number
- Direct deposit information - bank account transit, bank, and account information or a void cheque (***note that the CRA will stop issuing refunds by cheque in 2016***)
- Fill out and sign attached Engagement Letter and return to our office**
- Previous Full T2 return

NOTICES

- If you are going to be away on vacation during tax season please inform us and bring in your records as early as possible
- We can not guarantee completion of your tax return by your year end deadline if records are received in a shorter time frame than three weeks before the hard deadline date**

IMPORTANT DATES

- Three months after your year end date your taxes are due and payable.
- From the fourth to the six month after your year end interest will be charged on the taxes due.
- Six months and a day on there will be a late filing fee as well as interest due on the tax payable amount.