

Talking Points

Year End Date Any Registered Trade Names? ☐ No If Yes, name

Mailing Address

Physical Address Email

Landline # Cell #

Preferred Contact Method ☐ Email ☐ Text ☐ Cell ☐ Landline

Date Business Commenced

CRA Business Number # Years in Operation

KEY CONTACTS * asterisk = preferred contact					Spouse
	NAME	POSITION	%	CLASS	
1		☐ Director ☐ Shareholder			
	Ph #s	Email			
2		☐ Director ☐ Shareholder			
	Ph #s	Email			
3		☐ Director ☐ Shareholder			
	Ph #s	Email			
4		☐ Director ☐ Shareholder			
	Ph #s	Email			

GOODS & SERVICES TAX

Is GST Registered with CRA? ☐ Yes ☐ No If yes, GST Year End

GST Filing Period ☐ Annual ☐ Quarterly ☐ Monthly GST Reporting Method ☐ Regular ☐ Simplified

Any tax exempt revenue? ☐ Yes ☐ No If yes, explain

PAYROLL & STAFF

Is Payroll Registered with CRA? ☐ Yes ☐ No If yes, # of Employees

Frequency of Payroll ☐ Bi-Weekly ☐ Semi-Monthly ☐ Monthly ☐ Annual

Senior Employees (names & titles)

TOSI tax on split income

CORPORATE RECORDS

Do we have the corporate minute book? ☐ Yes ☐ No

If No, have we asked the client to bring it in? ☐ Yes ☐ No

DO WE HAVE THE FOLLOWING ON FILE?

- ☐ Certificate of Incorporation ☐ Continuance Documents
☐ Memorandum & Articles of Incorporation ☐ By-laws

PERSONAL SERVICES BUSINESS (PSB)

Is the corporation a PSB? ☐ Yes ☐ No If Yes, rationale for exemption

ACCOUNTING POLICIES & PROCEDURES

describe if applicable

- ☐ Inventory Valuation ☐ Asset Capitalization
☐ Depreciation Policy ☐ Other

HOW DOES CLIENT ENSURE ALL REVENUE IS RECORDED?

- ☐ Prenumbered Documents ☐ Rental Ledger
☐ Reconciliation of Contracts ☐ Bank Statements
☐ Balance Accounts Receivable Subsidiary to Control Account
☐ Other

FUNDS & FILINGS

Are personal & business funds separated? ☐ Yes ☐ No If no, explain

Who files annual returns? ☐ VAPC ☐ Client ☐ Lawyer ☐ Other

HAS CLIENT PROVIDED?

Last 2 years of financial statements? ☐ Yes ☐ No
 Copy of last filed tax returns (Federal) ☐ Yes ☐ No
 Copy of last filed tax returns (Provincial) ☐ Yes ☐ No

LOCATION OF BUSINESS

Building Location
 Own or Lease Details of Lease

POINTS OF DISCUSSION

TOPIC	DATE	DISCUSSED WITH
☐ Vehicles		
☐ Mileage Logs		
☐ Subsistence		
☐ Dividends / Bonus		
☐ Taxes		
☐ Related Companies		
☐ CPP		
☐ RRSPs		
☐ WCB		

We believe in getting it right, not just getting it done.

POINTS OF DISCUSSION continued

TOPIC	DATE	DISCUSSED WITH
☐ Capital Asset Listing		
☐ Trial Balance / Draft Financial Statements		

FUTURE PLAN

- ☐ Will
- ☐ Insurance
- ☐ Verbal Agreements
- ☐ Power of Attorney
- ☐ Contracts
- ☐ Succession Plan

OTHER NOTES

