



Company Information Checklist

COMPANY INFORMATION	
Company name:	
Main Contact:	
Address:	
Telephone number:	
Email:	
Fiscal Year End:	
Incorporation Date:	
Main Business Activity:	

INQUIRIES	
CRA Business Number:	
GST Registrant? If Yes, what is the reporting period	
PST Registrant? If Yes, what is the reporting period	
Payroll? If Yes, # of Employees	
WCB?	
Inventory: Do you stock Inventory?	
Inventory: Software used for tracking purposes?	
Sales: Method of Payments (Cash, Debit, CC, etc). List all types	
Payables: Do you have any Vendor on Accounts? How many?	
Expenses: Do you spend Business Expenses with Personal Funds?	
Assets: Do you own/lease/finance more than 2-3 vehicles or equipment?	
Bookkeeping: How many months behind in bookkeeping?	
Taxes: Date of last filed corporate taxes?	
Tax Planning: How does the owner collect wages? (Payroll, Dividends, Management Fees, etc..)	
Software: Current Accounting Software being used?	
Software: Do you require us to use your accounting software?	

SERVICES (CHECK ALL THAT APPLY)		ADDITIONAL NOTES, IF NEEDED
<input type="checkbox"/>	Review and Cleanup	
<input type="checkbox"/>	Bookkeeping - Regular	
<input type="checkbox"/>	Bookkeeping - Annual	
<input type="checkbox"/>	QuickBooks Training	
<input type="checkbox"/>	Representation and Consultation	
<input type="checkbox"/>	CRA Representation	
<input type="checkbox"/>	Corporate Taxes	
<input type="checkbox"/>	Year End and Cleanup	
<input type="checkbox"/>	Payroll Processing	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Additional Notes	
<input type="checkbox"/>		

If you require S&J Management to provide you a quote for your company, please fill out **page 3** and bring to your initial consultation.

There will be a deposit required prior to commencing any work.

S&J Management Ltd. Is not responsible for missing or inaccurate information. This information will only be used to determine your consultation.

Personal Taxes: Are you interested in getting your personal taxes done with us?

Yes

Date of Birth:

SIN:

CHECKLIST – DOCUMENTS REQUIRED FOR REVIEW	ADDITIONAL NOTES, IF NEEDED
Certificate of Incorporation and/or Minute Book	
Extra Provincial Registration and/or Trade Name Certificate	
Business Bank Statements	
Business Credit Card Statements	
Personal Bank Statement, if used for Business	
Invoice (Sales) Samples	
Payroll Summary, if not using accounting software	
Last filed Corporate Tax Return	
Copy of last filed GST Reporting	
Copy of Accounting Software or invitation to QBO to vanessa.hebb@sjmanagement.ca	

*We will require a further detailed list of documents prior to commencing work. The above list is just for the review stage.