**Registered Name of Business:**

Provide a copy of letter from the Ministry reflecting the registration of the business

**Business Number:**

Provide a copy of the CRA confirmation of your business number

Provide articles of incorporation

Provide date of your fiscal year end

**Income:**

Provide a worksheet summary of your total annual billings (sales - GST/HST - total)

or provide a copy of all your invoices in the calendar year for us to summarize

**Accounts Receivable:**

Provide a list of unpaid invoices as at December 31

**Capital Expenditures:**

Provide copies of major purchases such as furniture, equipment, tools & vehicles

**Capital/Expense Lease:**

Provide copies of equipment, vehicle & real-estate leases

**Purchases:**

Provide a worksheet summary of your total annual purchases (product - GST/HST - total)

or provide a copy of all your vendor invoices in the calendar year for us to summarize

**Physical Inventory:**

Provide a list of purchases not sold as at December 31

**Expenses:**

Provide a summary of your business expenses by category (expense - GST/HST - total)

or provide all paid receipts for business expenses in the calendar year for us to summarize

**Accounts Payable:**

Provide a list of unpaid vendor invoices as at December 31

**Automobile Expenses:**

A Mileage Log supporting business km. vs total km. travelled in the calendar year is required

Automobile gas - all paid receipts

Automobile maintenance - all paid receipts

Automobile insurance - copy of auto policy

Automobile other - copies of paid 407etr, Parking, CAA, Onstar, car washes

Automobile lease – copy of vehicle lease

**Home Office:**

Please provide the sq ft of your dedicated business space and the sq ft of your home

an approximate drawing of the area with room measurements will suffice

Mortgage interest - as provided by your financial institution for the calendar year

Property tax - as supplied by the town or city for the calendar year

Insurance - copy of home policy

Utilities - copies of hydro, heat, water paid billings for the calendar year

Communications - copies of paid telephone, internet as related to the business

Maintenance - copies of specific repairs & maintenance to the dedicated business area

**Other:**

Please specify any area of concern that are specific to your business which require attention

A Division of 1379802 Ontario Inc.

**27 Clapperton Street, Suite 301**

**Barrie, Ontario L4M 3E6**

**Tel: 705-728-6469**