

**CORPORATE CLIENT ONBOARDING CHECKLIST**  
(For New Corporate Clients)

<b>Corporate Identification</b>		<b>Corporate Structure</b>	
Legal corporate name	<input type="text"/>	Articles of Incorporation	<input type="text"/>
Business Number (BN)	<input type="text"/>	Share structure (classes issued):	
Incorporation date	<input type="text"/>	Common Qty <input type="text"/> Value <input type="text"/>	
Fiscal year-end date	<input type="text"/>	Preferred Qty <input type="text"/> Value <input type="text"/>	
Registered office address	<input type="text"/>	Shareholder 1 Share %	<input type="text"/>
CRA Program Accounts: GST/HST		First Name <input type="text"/> Last Name <input type="text"/>	
	Payroll	Shareholder 2 Share %	<input type="text"/>
Contact Name <input type="text"/> <input type="text"/>		First Name <input type="text"/> Last Name <input type="text"/>	
Contact email <input type="text"/> Phone <input type="text"/>		Shareholder 3 Share %	<input type="text"/>
<b>Prior Accountant Information</b>		First Name <input type="text"/> Last Name <input type="text"/>	
Last fiscal year T2 Return Yes No		Shareholder 4 Share %	<input type="text"/>
Last year Financial Statements Yes No		First Name <input type="text"/> Last Name <input type="text"/>	
Opening Trial balance (or ending) Yes No		Holding Company involvement No Yes	
Last year CRA NOA Yes No		<b>Payroll &amp; Compensation</b>	
Prior Accountant <input type="text"/>		Employees currently on payroll	<input type="text"/>
<b>Accounting &amp; Bookkeeping</b>		Shareholder's compensation structure	<input type="text"/>
Accounting Software used <input type="text"/>		T4 / T5 History	<input type="text"/>
Who maintains bookkeeping? <input type="text"/>		Source deductions	<input type="text"/>
Bank reconciliation up to date Yes No		Shareholder's loan balances	<input type="text"/>
Outstanding loans liabilities <input type="text"/>		<b>Assets &amp; Financing</b>	
<b>GST/HST Compliance</b>		Capital assets owned	<input type="text"/>
Filing frequency <input type="text"/>		Business use automobile	<input type="text"/>
Last filing period completed <input type="text"/>		Automobile Year / Make	<input type="text"/>
Any arrears or balances <input type="text"/>		Bank loans/lines of credits	<input type="text"/>
Any outstanding issues with CRA? <input type="text"/>		Lease agreements	<input type="text"/>

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