

## **DOCUMENTS TO PROVIDE FOR THE BOOKKEEPING**

### **a) Cash**

- List of bank statements for the year
- List of deposits
  - Deposit slips
  - Invoices for each deposit
- List of payments, with copies of all cheques
  - Invoice for each payment

### **b) Accounts receivable:**

- Do you have any accounts receivable at year end ?
- If yes, please provide us the invoices

### **c) Inventories**

- Inventory list at year end
- Quantity X Unit Cost = Total Cost

### **d) Property Plant and Equipment**

- List of property, plant and equipment
  - additions and disposals including all invoices
- List of property, plant and equipment acquisitions by category
  - date, description, cost

### **f) Government documents**

#### **HST, GST, QST**

- Copies of HST notices of assessment received during the year
- Copies of HST returns you sent to the gouvernement
- List of expenses not entirely deductible (ex.: entertainment expenses)

#### **Corporate Tax**

- Copies of Tax notices of assessment received during the year
- List of instalments made to CRA (date of payment, amount)
- List of expenses not entirely deductible (ex.: entertainment expenses)

#### **Office - Ottawa, Ontario**

1390 prince of wales unit 202  
Ottawa (Ontario)  
K2C 3N6  
Tel: (613) 462-3740

#### **CONTACTS**

info@tanocpa.com  
Fax: (613) 902-2291

#### **Office - Gatineau, Quebec**

1 rue de l'Équateur  
Gatineau (Québec)  
J9A 3H4  
Tel: (819) 770-2711

## Deductions at source

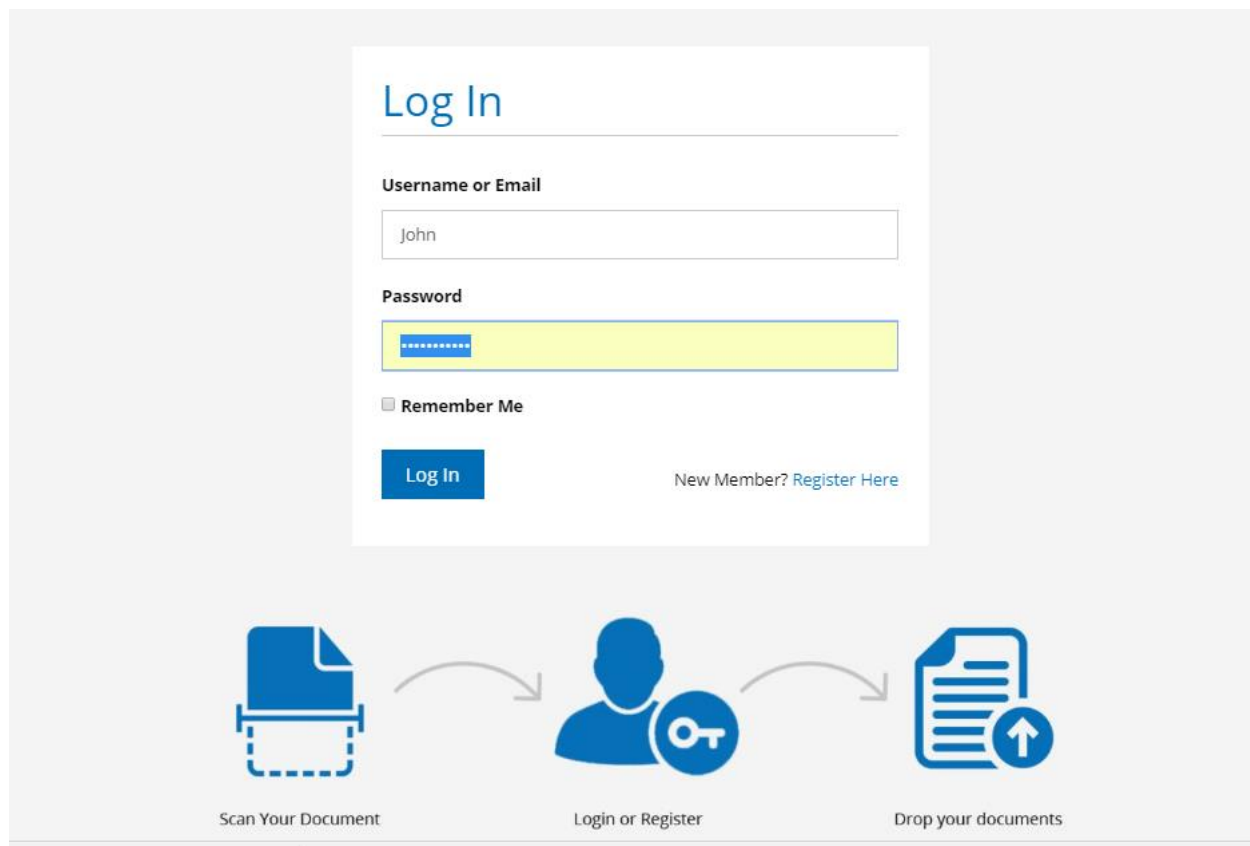
- CPP, Employment Insurance ....

## h) Others:

1. List of business expenses paid personally
2. Business expenses reimbursed into your personal account
3. Total mileage of the year : Personal (km) + Business (km)

**As soon as we receive your information, our team will contact you and start the bookkeeping.**

You can put your documents on your personal account portail : [www.tanocpa.com/log-in/](http://www.tanocpa.com/log-in/)



The image displays a login form and a process flow diagram. The login form, titled "Log In", includes fields for "Username or Email" (containing "John") and "Password" (masked with dots). It also features a "Remember Me" checkbox and a "Log In" button. A link for "New Member? Register Here" is located to the right of the button. Below the form is a three-step process flow diagram: 1. "Scan Your Document" (represented by a scanner icon), 2. "Login or Register" (represented by a person icon with a key), and 3. "Drop your documents" (represented by a document icon with an upload arrow). Arrows indicate the sequence from scanning to login/register, and then to dropping documents.