Corporation Accounting & Taxes - Client Intake Form

Note: This Client Intake Form is for those NEW corporation clients who have an EXISTING registered corporation.

Meeting Date: ________________________ **ID Copy:** ☐ Yes ☐ No

1. General Information

Client Name:	M / F
Corporation Name:	
CRA Business Number:	
Major Business Activity:	
Corporation Category:	☐ Regular Business ☐ Management ☐ Holding ☐ Prof Corp
Date of Incorporation:	
Fiscal Year End for Business:	
Corporation Head Office Address:	
Contact Info (phone, email):	

2. Copies of Permanent Records (Admin File)

Certificate and articles of incorporation
Register (directors, officers, shareholders)
Business number notice or call CRA
Copy of form 1
Master business license (MBL) if issued
Ontario corporation number if a federal corporation

3. Copies of Prior Year Accounting and Tax Records (may be accessed through CRA's online system)

Prior year's corporation tax return T2
Prior year's HST return
Prior year's financial statements and ledgers/journals
Prior year's payroll records (T4s, T4As, T5s)

4. Authorization Documents

RC59 online business consent form
ROE web client employer consent form (payroll)

5. Current Year Accounting Documents and Information

Provide all accounting related documents (refer to the *accounting and taxes documents checklist*)

6. Miscellaneous Information

Address: Suite 6, 30 Topflight Dr. Mississauga, ON L5S 0A8 | Tel: 647-977-0380 I Fax: 416-352-0111 | Email: accounting@aycpapc.com

Director 1 Name: ______________________________

Resident? ☐ Yes ☐ No Date of Birth: ______________ SIN: ______________

Director 2 Name: ______________________________

Resident? ☐ Yes ☐ No Date of Birth: ______________ SIN: ______________

Director 3 Name: ______________________________

Resident? ☐ Yes ☐ No Date of Birth: ______________ SIN: ______________

Shareholder Structure: ______________________________

HST Return Frequency: ☐ N/A ☐ Annual ☐ Quarterly ☐ Monthly

Payroll Frequency: ☐ N/A ☐ Client Responsibility ☐ Biweekly ☐ Monthly

Payroll Remittance: ☐ N/A ☐ Client Responsibility ☐ Monthly

T4 / T4A / T5 Compilation: ☐ N/A ☐ Client Responsibility ☐ Maybe

Services that we will provide (check all that apply):

☐ QB complete monthly	☐ Regular payroll	☐ T5 compilation
☐ QB complete year end	☐ Payroll remittance	☐ T1135
☐ QB summary year end	☐ WSIB	☐ US 1120F
☐ Corporation taxes (T2)	☐ T4 compilation	☐ Financial statements
☐ HST tax return	☐ T4A compilation	☐ Management consulting

Your bank? ______________________________

Notes: ______________________________

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☐ New Client ☐ Existing Client

7. New Client Acceptance Checklist

Has client integrity been considered?	☐ Yes	☐ No	☐ N/A
Has the client's reputation/image been considered?	☐ Yes	☐ No	☐ N/A
Has the client's business acumen been considered?	☐ Yes	☐ No	☐ N/A
Do we have internal competence to perform engagement?	☐ Yes	☐ No	☐ N/A
Do we have internal resources to complete and deliver work on time?	☐ Yes	☐ No	☐ N/A
Independence - Non-assurance: no significant threats to independence?	☐ Yes	☐ No	☐ N/A
Is our firm free of any conflicts of interest with the client?	☐ Yes	☐ No	☐ N/A
Are there any issues to the collection of professional fees?	☐ Yes	☐ No	☐ N/A
Have we screened the client? Initial assessment to move forward?	☐ Yes	☐ No	☐ N/A
Decision made to accept client	☐ Accept	☐ Decline	

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