

Salt & Summit Solutions Inc.

Victoria, BC, Canada accounting@saltsummitsolutions.ca

Corporation Bookkeeping & T2 Filing — Client Intake

Please complete all applicable sections. Fields can be typed directly into this PDF and saved.
All information is kept strictly confidential.

1. Corporation Information

Legal name of corporation

Operating / trade name

Business Number (BN / 9-digit)

RC program account (RC0001)

Incorporation number

Jurisdiction of incorporation

Date of incorporation

Fiscal year-end (MM-DD)

Registered / head office address

Main contact name

Title

Contact phone

Contact email

2. Corporation Type & Status

Corporation type

Canadian-Controlled Private Corp (CCPC)

Other private corporation

Public corporation

Professional corporation

Holding company

Non-profit / not-for-profit

Is this the corporation's first tax return?

Yes No

Was the corporation inactive during the fiscal year?

Yes No

Is the corporation associated/related to any other corporations?

Yes No

If associated/related, list corporations and BNs

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Corporation Bookkeeping & T2 Filing — Client Intake (continued)

3. Directors, Officers & Shareholders

List individuals and their ownership.

Were any of the shareholders born outside Canada? Yes No

If yes, provide each shareholder's country of birth (origin of birth) below.

Name	Role	% shares	Country of birth (if not Canada)
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Name	Role	% shares	Country of birth (if not Canada)
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Name	Role	% shares	Country of birth (if not Canada)
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4. Business Activity

Principal business activity NAICS code (if known)

Description of products / services

No. of employees Province(s) of operation

5. Bookkeeping & Accounting Records

Records / software used

QuickBooks Online	QuickBooks Desktop
Sage	Xero
Excel / spreadsheets	Bookkeeper / external
Manual records	Other (specify below)

Software / bookkeeper details, access, and period to be covered

Are bank and credit-card statements reconciled to year-end? Yes No

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Corporation Bookkeeping & T2 Filing — Client Intake (continued)

Are financial statements (P&L, balance sheet) already prepared?	Yes	No
Do you require ongoing monthly/quarterly bookkeeping?	Yes	No

6. Tax Accounts & Filings

Accounts the corporation is registered for

GST/HST (RT)

Payroll (RP)

Import/Export (RM)

Provincial sales tax (PST)

WCB / WorkSafeBC

Corporate income tax (RC)

Did the corporation pay dividends during the year?	Yes	No
Did the corporation make shareholder loans / advances?	Yes	No
Were there any asset purchases or disposals during the year?	Yes	No

7. Foreign Property & Activity

Did the corporation own foreign property with total cost over CAD \$100,000? (T1135)	Yes	No
Did the corporation have foreign bank accounts, subsidiaries, or affiliates?	Yes	No
Did the corporation earn income from, or pay amounts to, non-residents?	Yes	No

If yes to any above, describe (type, country, approximate cost/amount)

8. Authorization & Consent

I certify that I am authorized to act on behalf of the corporation and that the information provided is accurate and complete. I authorize Salt & Summit Solutions Inc. to prepare the corporation's bookkeeping and T2 return and to act as its CRA business representative.

Authorized signing officer (name)

Title

Signature

Date

Office use only — Prepared by: _____ Date received: _____