

## ITEMS TO BRING

The following items are required to do your book keeping. You may not have all these items in your business but items marked by an \* are mandatory.

- All bank statements (\*)
- All cancelled cheques and/or cheque stubs (\*)
- Copy of incorporation documents (if this is your first year of business) (\*)
- Deposit books
- All credit card statements
- If you are a home based business, please supply all:
  - Utility bills
  - Mortgage statement indicating the amount of interest paid
  - Property tax bill
  - Rent receipts or amount
  - Alarm or security system billings
  - Home telephone bills
  - Home internet bills
  - The square footage of your house (include your garage only if you use it for storage/usage of your business items.)
- A listing of invoices that you have not yet been able to collect from your clients that are over 90 days old (and will likely not be able to collect).
- If you carry inventory, a dollar amount of the value of that inventory.
- A listing of all assets (if this is your first year). Include items that were yours personally prior to using for the business. Include items such as:
  - Computer desk
  - Computer
  - Filing cabinets
  - Vehicles
  - Equipment
  - Sheds and /or storage units
- If you have any loans, please include your financing documents. This includes any leases as well. This can include such items as:
  - Vehicle bills of sale
  - Vehicle financing
  - Line of credit statements/terms
  - Loans on equipment
  - Operating loads
- If you have any leases, please indicate which items are leased
- Prior year tax return for your business
- All receipts from purchases