

Bookkeeping Appointment Check List

Forms	Engagement Letter
Documents	Chart of Accounts (if available) Reports & Summaries from prior Bookkeeper or Accountant (if appl.) Any Canada Revenue Agency Correspondence
Paperwork	Invoices Bills Travel Log Deposit Slips Copies of Deposit Books (if appl.) Cheque stubs (if appl.) Agreements or Contracts Office-in-home expenses (cable, phone, hydro bills)
If you have employees:	Annex A TD1 Federal TD1 Provincial
Other:	Computer file from previous Bookkeeper or Accountant (if appl.) Anything else that could be relevant