



# Established Business Checklist



<input type="checkbox"/>	List of all Bank Accounts, Credit Cards and Loans
<input type="checkbox"/>	Date of when the business started & Year-End Date
<input type="checkbox"/>	GST/HST Filing Schedule & Periods
<input type="checkbox"/>	Business Number
<input type="checkbox"/>	List of Products and Services Sold and Prices
<input type="checkbox"/>	Business Structure: Sole Proprietor or Corporation
<input type="checkbox"/>	Type of Currencies Used
<input type="checkbox"/>	List of Payment Processors used: Square, Paypal etc.
<input type="checkbox"/>	Employee details, pay schedule, pay rates and Year-To-Date amounts (if payroll has been previously run)
<input type="checkbox"/>	Last GST/HST return filed
<input type="checkbox"/>	Last Payroll Tax Remittance
<input type="checkbox"/>	A Copy of the last tax return filed
<input type="checkbox"/>	Balance Sheet and Trial Balance as of Previous Year-End