



4261 -A14 Highway #7 East
Suite 885
Markham, Ontario. L3R 9W6

www.bpmsource.com



Do What You
Do Best
And
Outsource
The
Rest



Service start-up business information required check-list

Use this check-list form as a guide to pulling together all of the required invoices receipts and documents needed to allow us to setup your company books in our bookkeeping system and begin processing your bookkeeping information.

905-305-6696

Once you have pulled the information together, send or deliver to our office at:

NOTES TO BPM

4261-A14 Highway #7 East, Suite 885, Markham, Ontario L3R 9W6.

From:

INCOME INFORMATION

Contact
Phone

Clearly indicate Income deposits on the Bank statements

Alternatively, if applicable, provide copies of sales Invoices.

BANK STATEMENTS.

Please identify direct debit expenses where no other receipt or invoice will be provided.

OPERATING EXPENSE

Copies/originals of all business operating expense receipts or invoices
If supplying credit card receipts, please indicate type of expense.

HIGH VALUE AND RECURRING EXPENSE INFORMATION

Provide Copy of all business related Leases
Provide copies of business Insurance policies
Provide copies of business related contracts

CRA AND OTHER TAX FORMS AND INFORMATION

GST Return forms
Notices of assessment
WSIB Return forms
WSIB Account Statement

PAYROLL EXPENSE INFORMATION

Payroll summary and payroll services fee

SPECIAL REQUIREMENT IF APPLICABLE

If business is a new corporation with no prior corporation tax filed, provide the following
Copy of articles of Incorporation
Copy of CRA registration confirmation with tax account number assigned
Copy of CRA GST account confirmation

**Grow Your Business
Without Growing
Your Staff & Cost**
START "THINKING OUTSIDE THE BOX"