Henry J. Bruyns & Associates
Accounting & Tax Professionals

Telephone: (905) 768-0807 or (289) 282-1168
Fax: (905) 768-1378
office@bruynsaccounting.com
33 Main Street South, PO Box 567
Hagersville, Ontario N0A 1H0

Dear Business Client

Your Year End Was Due on December 31 st, 2025

Please arrange to drop off/email the information listed below to help with the completion of the return. If you have any questions or need assistance, please do not hesitate to call our office.

As you know it is time again to prepare the year end financial statements and related tax returns. To complete the work in a timely manner, we will need your co-operation by supplying the following if applicable to your business:

- ☐ A printout of the Trial Balance along with a copy of the back-up disc
- ☐ Bank Statements for the year along with:
  - Cancelled cheques
  - Cheque stubs
  - Deposit books

***Please ensure that the above documents agree with your business' year end date.**

- ☐ Inventory List
- ☐ List of Accounts Receivable at year end that shows amounts **owed** to the business.
  - Does your list have any bad debts? Yes or No
  - Does your list need any other adjustments? Yes or No

***Please ensure that the above documents agree with your business' year end date.**

- ☐ Please note any debts **owed** to your company that you feel are uncollectable
- ☐ List of deposit/down payments or prepaid expenses your company has **paid**

***Please ensure that the above documents agree with your business' year end date.**

- ☐ Please advise us of any changes to fixed asset or leasehold improvements, such as additions or deletions. Provide a copy of the invoice(s) for proof of purchase.
- ☐ List of Accounts Payable at year end that show amounts that are **due to** your vendors
  - Does your list need any other adjustments? Yes or No

***Please ensure that the above documents agree with your business' year end date.**

- ☐ List of customer deposits for future work that has **not** been started
- ☐ Vacation pays payable at year-end, provide conformation of amount

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- ☐ Government remittances due date year-end such as GST and payroll related items
- ☐ Government returns and notices such as GST remittance reports, PST remittance reports, EHT, WSIB as well as other related items.
  - Do the above items need any other adjustments? Yes or No

***Please ensure that the above documents agree with your business' year end date.**

- ☐ .Term and conditions of debt incurred by the business such as:
  - Loans
  - Notes
  - Mortgages

***Please provide conformation from outside parties or bank(s).**

- ☐ Have there been any changes of business ownership during the year?
  - Addition or deletion to partners
  - Addition or deletion to shareholders
  - Addition or deletion to a major sale portion of the business or its assets
- ☐ Any Government Subsidies for 2021
  - CEBA

Thank you for your co-operation in this matter. If you have any questions, please feel free to raise them with myself at any time.

Yours sincerely,
Henry J. Bruyns
B. Admin., I.C.I.A., A.I.P.F.M., R.A.