



P.O. BOX 310
 FAIRVIEW, ALBERTA T0H 1L0
 Emails: amanda@schmaltzco.ca
edith@schmaltzco.ca

wendy@schmaltzco.ca
robert@schmaltzco.ca
ann@schmaltzco.ca

FAX [780] 835-5479
 PHONE [780] 835-5480
tannis@schmaltzco.ca
lori@schmaltzco.ca

Company Name: _____ Date of Incorporation: _____
Contact Name(s): _____ Year-end date: _____
***Address:** _____ Business number: _____
***Phone Number:** _____ Alberta Corp number: _____
***Cell phone Number:** _____ ***Fax Number:** _____ **ENGAGEMENT TYPE: NTR**
***email address:** _____ **REVIEW** _____
 (Please complete enclosed consent for sending commercial electronic messages) Electronic copy of f/s or T2? _____

Shareholder(s): _____ CLASS: _____ %: _____ SIN #: _____
 _____ CLASS: _____ %: _____ SIN #: _____
 _____ CLASS: _____ %: _____ SIN #: _____
 _____ CLASS: _____ %: _____ SIN #: _____

| Related company(s): | Relationship: | Transactions: | BN: | Year-end: | Related/Assoc? |
|----------------------------|---------------|---------------|-------|---------------|----------------|
| _____ | _____ | _____ | _____ | _____ / _____ | _____ |
| _____ | _____ | _____ | _____ | _____ / _____ | _____ |
| _____ | _____ | _____ | _____ | _____ / _____ | _____ |
| _____ | _____ | _____ | _____ | _____ / _____ | _____ |
| _____ | _____ | _____ | _____ | _____ / _____ | _____ |
| _____ | _____ | _____ | _____ | _____ / _____ | _____ |

Administrative Items:

ENGAGEMENT LETTER & AUDIT WAIVER SIGNED? Yes ___ No ___
 RC59 SIGNED - DATE? _____ AB CONSENT SIGNED - DATE? _____
 DOES THE CLIENT HAVE FED & PROV REMITTANCE FORMS? _____
 EMAIL CONSENT FORM SIGNED? _____ Backup restored: _____

Software: _____
 Version: _____
 Username: _____
 Password: _____

 Bookkeeper Contact Info:

Legal Items:

ARTICLES, CERTIFICATE OF INCORPORATION & SHARE CERTIFICATES? Yes ___ No ___
 ANNUAL RETURN FILED? Yes ___ No ___ (please provide us with a copy)
 MINUTE BOOK UPDATED? Yes ___ No ___ LEGAL LETTER TO? Client ___ Lawyer ___
 LAWYER CONTACT DETAILS: _____

Extra Work Required:

AGRISTABILITY? _____ T4? _____ T5? _____ T5018? _____ WCB? _____
 DATA PROCESSING FOR OUR OFFICE TO DO? Yes ___ No ___ Software: _____
 Details related to data processing: _____
 GST RETURN to file/filed by? _____ Date GST rtn due? _____ Filing frequency? _____
 T4's filed by? _____ Remittance frequency? _____

General Questions:

- (1) What is the nature of your business? _____
- (2) Does the corporation employ any apprentices? Yes ___ No ___ If yes, need name, SIN, contract #, letter of approval, wages pd.
 Does the corporation earn any of its income from a website Yes ___ No ___ If yes, please provide website addresses
 _____ % of revenue generated from websites: _____
- (3) Does the corporation have any foreign property with a cost over \$100,000 Cdn? Yes ___ No ___
- (4) Is the company closely related to another company for GST purposes? _____ Has election been filed? _____
- (5) Does the company have life insurance or shares with T&W? _____
- (6) Is the company enrolled in Agstability? _____ AgInvest? _____ PIN# _____ AFSC ID# _____
- (7) Do you use your personal vehicle for business? _____ Type of vehicle _____ Mileage _____
- (8) Do you use your personal home office/shop for business use? _____ Sq. footage/business % _____