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Toronto: (647) 827-0790 Calgary: (403) 456-6089 Edmonton: (780) 328 4404 Vancouver: (778) 588-6256

Acute Services is a progressive company featuring a powerful tax planning division. Our diverse knowledge in financial plans has allowed us to better prepare the tax returns of clients with implemented financial strategies.

Allow us to briefly explain the benefits of having your tax plans prepared by our professionals.

Our team consists of accountants and financial planners who are well versed in how to prepare tax returns which emphasize a financial plan's tax benefits. These professionals have advanced designations and training in these fields.

We have developed a systematized process which efficiently allows us to collect the necessary information to file your tax return. Clients are encouraged to email, mail, or fax our comprehensive tax package back to us which will allow our professionals to examine all potential deductions and credits. This research and prepare process makes us excel in our industry.

As an added value service, we offer meetings and extensive phone conversations to discuss your returns, review your deductions/credits, and establish future tax planning. This personal service will provide the comfort in knowing that your tax issues are being handled in an optimal manner and that we are on top of future tax issues.

With our expertise and proven strategies you can feel safe and secure that your tax issues are handled properly. Our team of quality assurance specialists is working around the clock to meet your needs. We would like to work with you to resolve your tax issues.

If you have questions about our services or enquiries please email our tax department at Taxation.Acute@gmail.com.



T2 Corporate Tax Return Checklist

Thank you for choosing Acute Services in the preparation and filing of your T2 Corporate Tax Return(s). To assist us in this process please be accurate and detailed in the preparation of the information for our accountants. Please use the following checklist to assist you in assembling the information required to allow us to prepare your corporate tax return and maximize your tax savings:

Please mail, fax, or email the necessary information to our office.

STANDARD INFORMATION

- T2 Corporate Tax Return Questionnaire (included in this package).
- Signed T2 Corporate Tax Return Letter of Engagement (included in this package).
- Signed form RC59 (included in this package).
- Previous years T2 Corporate Tax Return and financial statements.
- All bank statements and reconciliations from the year.
- All credit card statements and reconciliations from the year.
- GST records, returns, and payments made over the year.

OTHER POTENTIAL INFORMATION

- Records on any outstanding loans and leases – include dates of purchase and balance at ending date.
- List of all equipment and original purchase prices.
- Payroll records, payroll slips issued (ie. T4s & T4As), and benefits paid.
- Details on payments/commissions made to subcontractors.
- Tax installments made over the year.
- Listing of accounts receivable.
- Listing of accounts payable.
- Revenues & Expenses – including any investment revenues.
- All property owned over the course of the year.
- Any goodwill/intangible assets.
- Donations & political contributions.
- Loans to shareholders & employees.
- Grants & bursaries received.

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T2 Corporate Tax Return Questionnaire

1. Is the corporation a new or an existing client? NEW EXISTING

2. Date: _____

3. Business Name: _____

4. Business Number: _____

5. For which year(s) are we preparing tax returns? _____

6. Please list all of the shareholders and their SIN #/Business #.

Shareholders

SIN #/Business #

7. Are any of the shareholders non-residents? YES NO

If yes, which ones? _____

8. Are there any associated or related companies? YES NO

If yes, who are they and what is the relationship?

9. What is the corporation's product/activity?

10. Where is the corporation incorporated to conduct business?

11. Is the corporation a non-resident? YES NO

12. What percentage of the corporation's revenues come from which provinces and countries?

<u>Region</u>	<u>Percentage</u>
_____	_____
_____	_____
_____	_____
_____	_____

13. Does the corporation own property, solicit business, sell goods or provide services in any foreign country? YES NO

14. Was there a change of control of the corporation during the year? YES NO

15. Have T4 slips been prepared and reconciled to the financial statements? YES NO

16. Is there any other abnormal or miscellaneous information regarding this corporation that we should be aware of?

17. Who should we contact for additional information on this tax return?

Name: _____ Phone: _____

Email: _____ Fax: _____

Address: _____

18. Would you like someone to contact you regarding accounting

consultation for this corporation?

YES NO

T2 Corporate Tax Return Letter of Engagement

It is desirable to have a clear understanding of the terms of our engagement as preparers of your corporate tax return(s) for 2008 and subsequent years.

It is understood and agreed that you have provided us with accurate and complete information necessary to compile such tax return(s). We will prepare your corporate tax return(s) using the information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. The responsibility remains with you.

We will assist you in providing additional information or explanations related to our preparation of your corporate tax return(s) should any taxation authorities subsequently request it. We wish to emphasize that this engagement cannot be relied on to prevent or detect errors or other irregularities in the information provided to us.

The rate to prepare a standard corporate tax return is \$750.

Additional bookkeeping, GST remissions, payroll, and advanced tax schedules will be subject to an additional fee of \$40/hour. Aside from the time required to collect information, any additional tax consultations and work after the initial filing of the tax return will be charged at \$100/hour. All fees are due upon reception of the work completed. A 2.5% per month late penalty will be charged on all invoices outstanding more than 30 days.

I agree with your understanding of the terms of your engagement as preparers of my corporate tax return(s) as set out in this letter. I have authority to bind this agreement on behalf of said corporation.

Signature

Date

Name (Please Print)

Promotion Code

Company Name