

# *Elaine's Books*

289-660-4433

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Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ SIN# \_\_\_\_\_

Owner's Name: \_\_\_\_\_ SIN# \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Operation: \_\_\_\_\_ Corporation Date: \_\_\_\_\_

List of Partners: \_\_\_\_\_

Year End Date: \_\_\_\_\_

Accountant: \_\_\_\_\_ Tel: \_\_\_\_\_

Bank Name & Account Number: \_\_\_\_\_

Business Credit Cards, Type and Number: \_\_\_\_\_

HST #: \_\_\_\_\_

Payroll #: \_\_\_\_\_

WSIB#: \_\_\_\_\_

## Payroll

Create a list of all employees for payroll on a separate sheet.

- Full names
- Full Address
- SIN #
- Telephone Number
- Date of Birth
- Date of hire
- Position in the company
- Hourly Rate or Salary Rate

## ASSETS

On separate sheet list all your assets.

- Date purchase
- Dollar amount paid
- If they were purchased new or use
- Description of the Asset