



**Preferred Client Services**  
BOOKKEEPERS  
Phone: 780-439-9457  
info@preferredclientservices.ca

In order to file your GST, regardless of filing period, your monthly reconciliations need to be completed up to your period deadline. In order for your bookkeeper to complete your reconciliations, they will need the following paperwork, as it applies to your business.

**Paperwork Check List**

- Sales Invoices
- Bills and Receipts for purchases
- Bank Statements (since last reconciliation date)
- Credit Card Statements (since last reconciliation date)
- Line of Credit Statements (Since last reconciliation date)
- Loan Statements (Since last reconciliation date)