

CORPORATE CLIENT FEE ESTIMATE GUIDE

Starting base corporate year-end fee **\$3,200.00**

Includes:

- Financial Statements (compilation engagement)
- Corporate tax return (T2)
- Client letter summarizing key information such as issues, recommendations, instalment requirements, etc.
- Basic shareholder remuneration planning
- Letter to lawyer outlining any dividend payments

The below services are invoiced in addition to the base fee noted above:

Annual GST return (if not completed by bookkeeper) **\$150.00**

Preparation of T5 slips issued to shareholders in February **\$275.00**

Preparation of T4 slips issued to employees in February **\$275.00**

Year-end meeting to review financial results and address client questions **\$500.00**

Bookkeeping (if not completed by external bookkeeper) **Based on time**

Note: We require a consultation to determine whether or not our internal bookkeeping department has capacity to accept the bookkeeping portion of the engagement. If we do not have capacity, we will provide you with a referral to an external bookkeeper.

Adjustments to correct external bookkeeper errors **Based on time**

Passive investment income earned in the corporation **Based on time**

The below are one-time services:

New client set-up fee - Attendances to setting up new file, obtaining CRA authorizations, obtaining documents from client and predecessor accountant. **\$475.00**

Incorporation instruction letter - Prepare share structure for client for new corporation, and send instruction letter to the lawyer. Attend to correspondence with client and lawyer pertaining to corporate structure. Send post-incorporation instruction letter to client and correspond on next steps for new corporation including GST registration, PST registration, purchase of shares, bookkeeping, record keeping, etc. **\$950.00**

Please be advised that this fee chart is designed to provide a base fee estimate for commonly occurring corporate services. Pacific CPA LLP reserves the right to amend pricing based on the unique circumstances of the taxpayer and the level of organization in which our firm receives records from the client. Corporate services vary substantially based off of the volume of activity of the client, and the complexity of their tax filings. The above represents minimum starting fees.