

MYCFO – INTAKE FORM



Document Checklist

- Completed IWB MyCFO Intake Form
- Schedule of Income Tax Remittance (Corporate and Personal) & most recent statement
- Schedule of GST/HST Remittance & most recent GST/HST statement
- Previous year's Tax Return (Corporate and Personal)
- Business Consent to Authorize a Representative with CRA
- Articles of Incorporation and Shares List
- Trial Balance from previous bookkeeper or accountant

Business Summary

What is your business name?

What is your business number?

What is your business address?

Is your business incorporated?

If your business is incorporated:

What is the date of incorporation?

What is the name of your corporation?

When is your fiscal year end?

Contacts

What is your lawyer's name & email?

What is your current accountant's name & email?

What is your current bookkeeper's name & email?

Isagenix

How long has your business been in operation?

How many cycles per week have you averaged over the past 3 months?

What rank have you achieved?

Who is your most influential team leader?

What is your projected goal for the next 12 months (Rank & weekly income)?

What is your Isagenix Sales Associate number?

What is the login and password for your Isagenix back-office? (This information will be used solely to access commission reports.)

Do you currently prepare and submit your own GST/HST invoices? With what frequency? (Monthly/Quarterly)

Business Income & Expenses

What was your income last calendar year?

What is your income year-to-date?

What is your income expectation for this calendar year?

If your business is incorporated, do you currently have a savings/investment plan inside your corporation?

Is anyone currently drawing a salary or dividends?

If drawing, please specify who, how much, and with what frequency.
(Monthly/Weekly)

Do you have employees and process payroll?

Business Taxes

How much are you remitting for Corporate Income Tax and with what frequency?

Are you registered for GST/HST?

What is your GST/HST Number?

How much are you remitting for GST/HST and with what frequency?



Cash Flow Structure

Please list all of your business and personal bank accounts, credit cards, and line of credits. For personal accounts, please only list the last 4 digits of the account number, they are for reference only.

Account Number	Account Type	Personal or Business?	Avg Balance	What is it used for?
Ex: 8964-2687-4983-1986	Chq	Business	\$5,000	Bill payments, deposits, & dividend payments
Ex: *1236	Chq	Personal	\$3,000	Main personal chq acct.

Common Transactions

The following is a list of questions to familiarize us with your common business transactions.

How often do you travel for business and where?

Do you reward your sales associates? If so, how? (Ex. cash bonuses, gifts, trips, etc.)

Do you frequently make business purchases using cash?

Do you have any on-going memberships?

Do you prepay any expenses (Ex. insurance paid once per year) ?



If your business is incorporated:

Is it based in your personal residence? If so, do you invoice the corporation or claim the tax credit personally?

Do you have any insurance or health benefits that are paid by the corporation?

Does the corporation own any fixed assets? (I.e. items purchased for over ~\$500, such as computers or furniture)
