

AFFINITY CAPITAL MANAGEMENT INC.

PROFESSIONAL BOOKKEEPING AND PAYROLL SERVICES



YOUR ROAD TO SUCCESS: WE RUN THE NUMBERS WHILE YOU RUN THE BUSINESS

About Us

The professionals, at Affinity Capital, provide professional online, cloud-based bookkeeping and business consulting services to small and medium sized businesses throughout Canada.

We are committed to providing your business unparalleled, dedicated service so you can concentrate on growing your business.

HOW AFFINITY CAN HELP YOUR BUSINESS:

BOOKKEEPING & PAYROLL

Provide efficient, timely processing of your financial workflow so you have current vital financial information at your fingertips 24/7.

INCOME TAX

Take the stress out of tax season. We provide income tax preparation for personal (T1) and corporate (T2) returns for clients Canada wide.

BUSINESS CONSULTING

Need help setting up your own in-house bookkeeping? Starting your business? Help with a CRA Audit or inquiry? We, at Affinity Capital, have over 25 years in dealing with the CRA and businesses just like yours. Let us show you how we can help grow your business.

Why Choose Affinity?

- Guaranteed Quality Of Work
- Round The Clock Customer Support
- Certified Professional Bookkeepers
- 100% Data Protection & Privacy
- Sort Out Your Backlogs
- Quick Turnaround
- Secure Online Cloud Technology
- Pricing Plans To Suit Your Budget

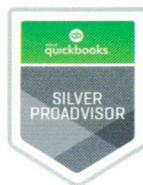
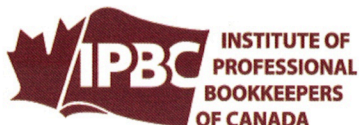
How To Get Started?

- Contact us with your requirements via phone, email or in-person
- Based on your requirements, we will give you a written quote
- You approve our written agreement
- Our team is ready to serve you

Benefits Of Outsourcing Your Bookkeeping

1. Efficient Time Management
2. Cost Savings
3. Professional Expertise
4. Focused Bookkeeping Team
5. Up-To-Date Accounting Systems
6. Scalability Options (downsize or grow)

MEMBER OF:



AFFINITY CAPITAL MANAGEMENT INC.
anup@affinitycapital.ca
Phone: (416) 333-8625
www.affinitycapital.ca

Services Offered:

Monthly Bank Reconciliations
GST/HST/WSIB
A/R and A/P Management
Year-End Trial Balance
Annual Financial Statements
CRA Authorized Representation
Quickbooks Online
Hubdocs Secure Paperless Filing
Discounted T2 Tax Preparation
Quickbooks Payroll
Direct Deposit Payroll
Online Employee Access
Year-End T4, T4A, ROE's

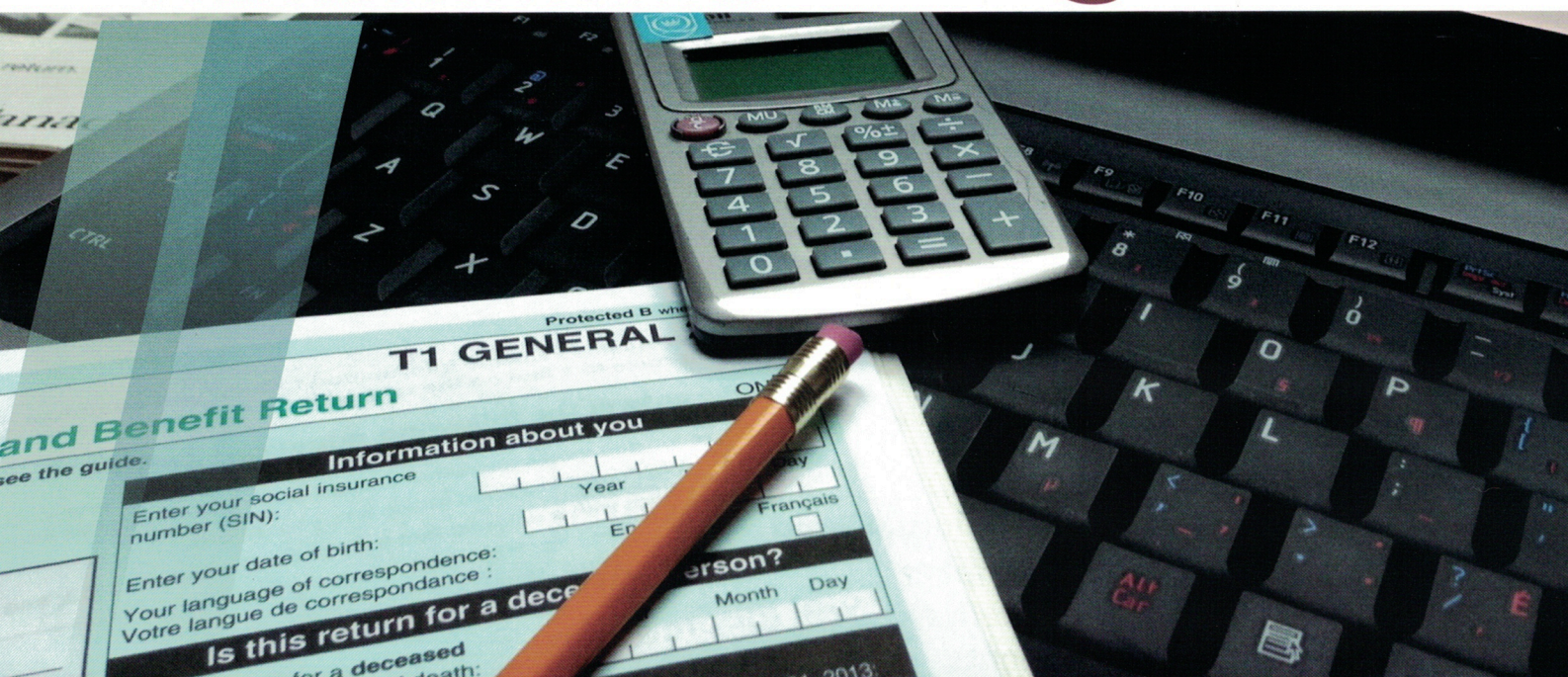
CALL US TODAY FOR A QUOTE
(416) 333-8625



PERSONAL & FAMILY INCOMETAX PREPARATION SERVICE



AffinityCapital
MANAGEMENT INC.



COMPREHENSIVE PROFESSIONAL TAX PREPARATION WITH A PROACTIVE APPROACH SAVING YOU TIME AND MONEY DURING TAX SEASON

About Us

Affinity Capital takes the stress out of tax season. Our proactive approach not only addresses your current tax issues but we will show you the steps you need to take to utilize available tax advantages in the coming year to help reduce future taxes.

Contact Us Today:

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P: (416) 333.8625
F: (416) 352.5198
www.affinitycapital.ca

How Can Affinity Capital Help?

- Individual & Partnership Tax Return Preparation
- Corporation Tax Return Preparation
- Tax Planning
- CRA Authorized Representation
- Divorce & Separation Tax Issues
- Estates, Trusts & Charitable Giving
- Bookkeeping & Payroll Services
- Taxpayer Relief Filing & Appeals
- Filing Back Taxes (Individual & Business)
- Voluntary Disclosure
- Cross-Border & International Tax Service

**"MANAGING YOUR TAXES DOES NOT
NEED TO BE SO TAXING"**

CONTACT US TODAY



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INCOME TAX DOCUMENT CHECKLIST

SLIPS (as applicable)

- T4 Slips-Employment
- T4E-EI Benefits
- T3,T5,T5008-Interest, Dividend, Mutual Fund
- T2202A-Tuition, Education Receipts
- RC62-Universal Child Care Benefits
- T4A(OAS),T4AP-OAS,CCP Benefits
- T4A-Other Pension Benefits
- T5007-Social Assistance Payments
- T5007-Worker's Compensation Benefits
- Any Other Slips

RECEIPTS (as applicable)

- RRSP Contribution Receipts
- Medical Expenses
- Tool Expenses
- Child Support/Alimony
- Charitable/Political Donations
- Child Care Expense
- Moving Expense
- Interest Expense
- Carrying Charges
- Office In-Home Expenses
- Exam for Professional Certification
- Sale of Stocks, Bonds or Real Estate
- Rental Income and Expense Receipts
- Automobile Travel Logs
- Business, Farm or Fishing Income/Expenses
- Northern Resident Deduction Receipts
- Disability Tax Credit Certificate
- Employment Expense Declaration (T2200)
- Custody Arrangement Documentation



Intoxication: Euphoria at getting a tax refund... which lasts until you realize it was your money to start with.

- Unknown

**Price is what you pay.
Value is what you get.**

Warren Buffett



AffinityCapital
MANAGEMENT INC.

CHOOSING THE RIGHT BOOKKEEPING SERVICE FOR YOU

10 questions you should ask when choosing a Bookkeeping Service:

- 1. WHAT ARE YOUR QUALIFICATIONS?**
- 2. HOW LONG HAVE YOU BEEN IN BUSINESS?**
- 3. WHAT SERVICES DO YOU OFFER?**
- 4. WHAT IS YOUR APPROACH?**
- 5. WILL YOU BE THE PERSON WORKING WITH MY FIRM?**
- 6. HOW WILL I PAY FOR THE BOOKKEEPING SERVICES?**
- 7. WHAT SOFTWARE DOES YOUR FIRM USE?**
- 8. IF MY BOOKS ARE NOT CURRENT, CAN AMCI HELP GET ME UP-TO-DATE?**
- 9. IS YOUR FIRM INSURED?**
- 10. CAN I HAVE THAT IN WRITING?**