

Prepared by	Reviewed by

---

### JAZZIT PACT MASTERS

PTKEY PACT document control

### BOOKKEEPING

#### Engagement letter

BK-1 Engagement letter - bookkeeping

#### Checklists

BK-2 Bookkeeping Client - items to request

BK-3 Bookkeeping Client - preparation and review checklist

### COMPILATION ENGAGEMENTS (CSRS 4200)

#### Forms

MAP The PEG 3-step CSRS 4200 compilation approach

C1-10 Engagement acceptance/continuance

C2-10 Knowledge of the entity

C2-90 Worksheet - Time budget

C3-10 Completion checklist

C3-90 Worksheet - Withdrawal

C3-95 Report transmittal

#### Letters

CL1. 1 Compilation engagements letter

CL1. 2 Management responsibilities letter - financial information

### COMPILATION ENGAGEMENTS (OCS-9200)

#### Forms

MAP (9200) The PEG 3-step compilation approach

C3-05 (9200) Compilation engagement - Independence checklist

C3-10 (9200) Compilation engagement planning and completion checklist

#### Letters

CL1.1 (9200) Compilation engagements letter

CL1.2 (9200) Management responsibilities letter - financial information

OL1.1 (9200) Engagement letter - Compilation of a financial forecast

OL1.2 (9200) Engagement letter - Compilation of a financial projection

OL2.1 (9200) Management representation letter - financial forecast

OL2.2 (9200) Management representation letter - financial projection

### TAX SERVICES

#### Engagement letters

TSEL1 Corporate tax engagement letter

TSEL2 General tax compliance services engagement letter

TSEL3 General tax consulting services engagement letter

TSEL4 Partnership tax services engagement letter

TSEL5 Personal tax engagement letter

TSEL6 Trust tax services engagement letter

# Jazzit Checklists (CPA Canada PACT) Masters

Year End: December 31, 2022

document index

Prepared by	Reviewed by

DOCM-1

## Transmittal letters

TSTL1	Standard transmittal letter (T1 EFILE)
TSTL2	Standard transmittal letter (T1 PAPER FILE)
TSTL3	Standard transmittal letter (T2 EFILE)

## Checklists

PTST1	Personal tax checklist (T1)
PTT1ORG	Personal tax organizer
PTST2	Corporate tax checklist (T2)
PTST3	Trust tax checklist (T3)
PTST4	Capital Dividend Election Checklist
PTST5	Client Acceptance Checklist
PTST6	Partnership Financial Return (T5013) Checklist
PTST7	Registered Charity Information Return (T3010 Checklist)

## GENERIC CHECKLISTS

JZPRA	P&C with Y/N and checkmark
JZPRB	P&C with checkmark and initials
JZPRC	P&C with Y/N and initials
JZPRD	P&C with multiple Y/N columns
JZPRE	P&C with Y/N, WP ref, comments, multiple checkmarks

## ADDITIONAL LETTERS

Q1	Additional letter
Q2	Additional letter
Q3	Additional letter
Q4	Additional letter
Q5	Additional letter
Q6	Additional letter
Q7	Additional letter
Q8	Additional letter
Q9	Additional letter
Q10	Additional letter
Q11	Additional letter
Q12	Additional letter
Q13	Additional letter
Q14	Additional letter
Q15	Additional letter
Q16	Additional letter
Q17	Additional letter
Q18	Additional letter
Q19	Additional letter
Q20	Additional letter