

**VERIFICATION STATEMENT - GENERAL INFORMATION**

Registration Number (R/W): \_\_\_\_\_ For the fiscal \_\_\_\_ months ended (mm/dd/yyyy): \_\_\_\_\_

Legal Name: \_\_\_\_\_

Trade Name(s): \_\_\_\_\_

**NOTE: ALL FIELDS MUST BE COMPLETED EVEN WHERE THE AMOUNT IS ZERO. Forms containing blank fields will not be accepted**

**VERIFICATION STATEMENT - FINANCIAL INFORMATION**

1. Total Travel Sales	
2. Ontario Gross Sales (must agree to sales reported on the Form 1)	
3. Ontario Cash Sales	
4. Total Expenses	
5. Net Income/(Loss) After Tax	
<b>6. Current Assets</b>	
a. General Account(s)/Cash	
b. Trust Account(s)/Cash	
c. Trust Supplier Prepayments	
d. Accounts Receivable and Other Prepays (non-trust)	
e. Other (please specify) _____	
<b>7. Total Current Assets</b>	
8. Advance to Shareholder(s)/Related Party/Intercompany (includes current balance)	
9. Long-Term Assets	
<b>10. TOTAL ASSETS</b>	
<b>11. Current Liabilities</b>	
a. Customer Deposits Liability (trust liability)	
b. Accounts Payable	
c. Loans Payable (current portion)	
d. Other (please specify) _____	
<b>12. Total Current Liabilities</b>	
13. Advance from Shareholder(s)/Related Party/Intercompany (includes current balance)	
14. Long-Term Liabilities	
<b>15. TOTAL LIABILITIES</b>	
16. Equity (Share Capital + Retained Earnings)/Owners Equity	
<b>17. TOTAL EQUITY &amp; LIABILITIES</b>	
Check (Note: balance must be 0: (line 10 minus line 17))	
18. Working Capital: (Current Assets minus Current Liabilities: line 7 minus line 12)	
19. Trust Compliance: (Trust Asset minus Trust Liability: line 6b. plus line 6c. minus line 11a.)	

Check if this Verification Statement was prepared by a Chartered Professional Accountant

I/We hereby attest, that the foregoing information is true and correct

Signature of Registrant/Director/Officer/Partner: \_\_\_\_\_

Print Name of Registrant/Director/Officer/Partner: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

**VERIFICATION STATEMENT – DEFINITIONS AND EXPLANATORY NOTES**

*Note: Term numbers on this page correspond to the term number as presented on the Verification Statement*

VERIFICATION STATEMENT #	TERMS	DEFINITION	ADDITIONAL EXPLANATIONS AND EXAMPLE(S)
1.	Total Travel Sales	All travel sales generated by the registrant in the period. These sales should include any sales generated by the registrant on a national or international level, not just Ontario gross sales.	Registrant makes \$100,000 wholesale sales, which include \$30,000 sales to travel agents in Ontario, and \$50,000 retail sales during a fiscal period. Therefore, Total Sales for the fiscal period would be \$150,000.
2.	Ontario Gross Sales (Form1 remittance)	The total amount paid or to be paid to or through the travel agent for all travel services sold in Ontario during the relevant period. Retailers report all sales made from Ontario location. Wholesalers report all sales made to retail agencies in Ontario.	Registrant sells air ticket, concert ticket, wine tour and hotel accommodation for a total price of \$3,500 to a customer. The customer finds own car rental. The Ontario Gross Sale is therefore, \$3,500.
3.	Ontario Cash Sales	Sales for which payment for travel services is received by the registrant directly, including but not limited to cash, cheques, e- transfers, direct deposit, wire transfer, merchant service or other.	All Ontario cash sales must be deposited directly to trust account.
4.	Total Expenses	Expenses is money spent or costs incurred by the business in its day-to-day operations and in its efforts to generate sales and make a profit during the fiscal period. Total expenses represent the cost of doing business.	Cost of sales (costs paid to suppliers), commissions & salaries paid, professional fees, insurance, rent paid, etc.
5.	Net Income/(loss) after tax	Net income results when revenues are greater than expenses. Net loss results when expenses are greater than revenues.	
6.	Current Assets	Assets that are realizable (used up/consumed, utilized, or turned to cash) within one year or less from the balance sheet date.	Travel sale on December 1 <sup>st</sup> with a trip completion date December 15. The customer pays on January 5 <sup>th</sup> . On December 31 <sup>st</sup> , this would be recorded as a current receivable because it was anticipated to be received within 12 months of the December 31 <sup>st</sup> year-end.
6. a) and b)	General and Trust Account(s)	Reconciled bank cash balance for general and trust account(s).	
6. c)	Trust Supplier Prepayments	Payments for which customer funds are received and passed on to suppliers ahead of the registrant providing the travel services. Payments made to suppliers ahead of the registrant providing travel services for which customer monies were not received should be recorded in other supplier prepaids.	\$500 payment to the supplier for the related deposit of \$1,000 may be recorded as a prepaid amount of \$500 and a customer deposits liability of \$1,000. Alternatively, \$500 customer deposits liability without any prepaid may be recorded.
6. d)	Accounts Receivable and Other Prepaids (non-trust)	Accounts Receivable are monies owed to business by its customers and /or other parties. Other prepaids are payments made to 3 <sup>rd</sup> parties in advance of receiving the goods or services.	\$1,500 annual insurance paid on July 1 <sup>st</sup> would be recorded as a \$750 prepaid as at December 31 <sup>st</sup> . This is because there are 6 months' worth of services paid ahead of being received (i.e. January to June).

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VERIFICATION STATEMENT #	TERMS	DEFINITION	ADDITIONAL EXPLANATIONS AND EXAMPLE(S)
6. d)	Accounts Receivable and Other Prepays (non-trust)	Accounts Receivable are monies owed to business by its customers and /or other parties. Other prepays are payments made to 3 <sup>rd</sup> parties in advance of receiving the goods or services.	\$1,500 annual insurance paid on July 1 <sup>st</sup> would be recorded as a \$750 prepaid as at December 31 <sup>st</sup> . This is because there are 6 months' worth of services paid ahead of being received (i.e. January to June).
9.	Long-Term Assets	Long term assets are realizable (used up/consumed, utilized, or turned to cash) in more than one year from the balance sheet date.	Capital assets such as computer equipment, furniture and fittings and other equipment can be utilized and depreciated over 5 years.
11.	Current Liabilities	Current Liabilities include amounts payable within one year of the balance sheet date.	
11. a)	Customer Deposits Liability	Customer funds received and not yet passed to suppliers and where services have not yet been fully provided (Includes GCs / vouchers).	Must be able to breakdown by customer name, invoice number and amount.
11. b)	Accounts Payable	The money that a business owes to its suppliers and other vendors for services and goods	End suppliers, corporation credit cards, BSP etc.
11. c)	Loans Payable (current portion)	Portion of Long-term loan which is expected to be repaid within one year. Includes any other short-term loans.	Five-year loan – payments within the next 12 months to be included in the short- term liability.
14.	Long-Term Liabilities	Long term liabilities include amounts payable more than one year after balance sheet date.	Five-year loan – payments due twelve months after balance sheet date are included in non-current liability.
16.	Equity (Share Capital + Retained Earnings)/Owners Equity	Owner's residual interest in the business. Comprises share capital, contributed surplus, retained earnings mainly.	
18.	Working capital	Current Assets minus Current Liabilities adjusted for related party and shareholder balances.	Must be positive.

**NOTE: Verification Statements may be submitted to TICO via email to: [filings@tico.ca](mailto:filings@tico.ca)**