



Interim Report Checklist - Business and Consumer Publications

Download all mandatory forms from the Resources section at www.circulationaudit.ca. Discard all previous hard copy and electronic versions. Optional forms may also be downloaded from the website.

Prepare your Interim report, using mandatory and optional forms as required:

MANDATORY:

- Form X: Publisher's Circulation Report (4-page Form X, publisher's and circulation manager's signature required)
- Form Z: Single Issue Circulation Report or equivalent report that has the same information
- Form Y: Press Run Certificate or Printer's invoices for all issues. Press manager's signature is required on Form Y.
- Provide list of subscribers for the analyzed issue specified on Form X, page 1.

OPTIONAL:

- Form X.3: Distribution Summary

Provide all necessary supporting documentation (for more details, see page 4 of Form X)

- For the month of the analyzed issue
- For the last month of each reporting period (note: analyzed issue cannot be from the last month of the reporting period)
- Make one copy of all forms and supporting documentation

Send one (1) complete set of your forms and supporting documentation to the CMCA office at 37 Front Street East, Suite 200, Toronto, Ontario M5E 1B3.

Once the above has been received:

- The CMCA office will process your report and issue a Publisher's Statement, bearing the phrase, "Subject to Audit."
- The CMCA office will store your Interim report and supporting documentation until your next Annual report is submitted.