



6-Month 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 are also available for your use.

PLEASE NOTE THE FOLLOWING SUBMISSION INSTRUCTIONS DURING THE COVID-19 PANDEMIC:

1. Prepare your Six-Month 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.
- Form A: Age Breakdown of Request and Selected Circulation, if applicable.
- List of subscribers for the analyzed issue specified on Form X, page 1.

OPTIONAL:

- Form X.3: Distribution Summary

2. 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)

3. Send the following digitally to the CMCA office:

- One (1) complete set of your completed forms and documentation. Upload files to a cloud-based solution such as MS OneDrive, Dropbox or Google Drive. Send the link for the folder location to audit@newsmediacanada.ca.

WHAT HAPPENS NEXT:

- Your Interim report will be processed and a Publisher's Statement, bearing the phrase, "Subject to Audit," will be issued.
- The CMCA office will store your Interim report and supporting documentation until your next Annual report is received.