



## 6-Month Interim Report Checklist - Business and Consumer Publications

Download all mandatory forms from the Resources section at [www.circulationaudit.ca](http://www.circulationaudit.ca). Discard all previous hard copy and electronic versions. Optional forms are also available for your use.

### 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)
- Scan all forms and supporting documentation to digital files. Retain the originals for your records.

### REPORT SUBMISSION INSTRUCTIONS:

### 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 or Dropbox. Send the link for the folder location to [audit@newsmediacanada.ca](mailto: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. (The Interim and Annual reports will be audited together by a CMCA auditor.)