Gondaliya CPA
Your Growth Partner

GST/HST Filing Solutions Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Twelve things that decide what GST/HST filing costs you

The first five are the drivers; the rest are the habits that hold them down.

- [ ] **Know your assigned reporting period and frequency**
  Everything else is scheduled from this.
- [ ] **Count your monthly transaction volume honestly**
  Volume is the single largest driver of the work.
- [ ] **Note how many entities you file for**
  Each one carries its own return and its own records.
- [ ] **Assess the current condition of the records**
  Cleanup is the driver most within your control.
- [ ] **Decide how much advisory depth you actually need**
  Depth is a choice, and it should be a deliberate one.
- [ ] **Connect bank and card feeds to the accounting software**
  Manual entry is the most expensive way to keep books.
- [ ] **Capture purchase documents as the costs happen**
  A credit without its invoice is a credit you will lose.
- [ ] **Reconcile every account before the period closes**
  A reconciled period never has to be reopened.
- [ ] **Keep business and personal spending fully separate**
  Mixed accounts add work to every single filing.
- [ ] **Check the rate applied for each province you bill**
  Rates vary by region and billing settings drift.
- [ ] **Review the filing frequency as revenue grows**
  A cycle set years ago may no longer suit the business.
- [ ] **Ask for the fee before the work starts**
  A fixed annual fee makes the cost predictable.

Prepared by Gondaliya CPA Professional Corporation, a registered Ontario CPA firm since 2013. General information only, not advice for a specific situation. Call 647-212-9559 to discuss your file.

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