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GST/HST Savings Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Twelve checks that protect the savings in a GST/HST return

Run these before you file, while the records can still be fixed.

- [ ] **Confirm the filing frequency still suits your revenue**
  A cycle set years ago may no longer fit the business.
- [ ] **Note the filing deadline for the current period**
  On-time filing keeps penalties off an otherwise clean return.
- [ ] **List every input tax credit you intend to claim**
  A credit you forget is a credit you simply do not get.
- [ ] **Check an invoice supports each credit claimed**
  A bank statement alone will not support the claim.
- [ ] **Confirm supplier registration numbers appear on invoices**
  The number is part of what supports your credit.
- [ ] **Split every mixed-use cost to its business portion**
  Only the commercial proportion can be claimed.
- [ ] **Remove any personal spending from the claims**
  Personal costs are not claimable, in whole or in part.
- [ ] **Reconcile reported sales against bank deposits**
  Every deposit should trace back to a recorded sale.
- [ ] **Review zero-rated and exempt supplies separately**
  The two are treated differently on the return.
- [ ] **Check the rate applied in each province you billed**
  Rates vary by region, and billing settings drift.
- [ ] **Compare the period against the last four filed**
  A figure far outside the pattern is worth explaining first.
- [ ] **Keep the supporting records filed with the return**
  Records should be retrievable without rebuilding them.

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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