Gondaliya CPA
Your Growth Partner

Multi-Year Filing Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Twelve things to gather before filing several years of corporate returns

Multi-year catch-up work is mostly a records exercise before it is a tax one.

- [ ] **List every fiscal year that remains unfiled**
  Start from incorporation, not from the year you remember.
- [ ] **Confirm the fiscal year end for each of those years**
  A changed year end splits a period and changes the deadlines.
- [ ] **Collect bank statements for every unfiled year**
  Twelve months per year, every account, no gaps.
- [ ] **Collect credit card statements for the same period**
  Card spending is where deductions most often go missing.
- [ ] **Gather sales invoices or revenue records per year**
  Revenue has to be attributed to the right fiscal year.
- [ ] **Gather purchase receipts and supplier invoices**
  A deduction you cannot support is a deduction you lose.
- [ ] **Pull any CRA notices or letters received**
  They tell you what the CRA already assessed or demanded.
- [ ] **Check whether notional assessments were issued**
  A notional assessment has to be displaced by a real filing.
- [ ] **List payroll records and T4 slips issued each year**
  Payroll has its own filings and its own penalties.
- [ ] **Confirm GST/HST filing status for each year**
  Sales tax returns run on their own cycle and deadlines.
- [ ] **Record shareholder loans and amounts drawn per year**
  These need a recorded basis for each year, not a total.
- [ ] **File the years in order, oldest first**
  Each year carries balances forward into the next one.

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.

647-212-9559 · info@gondaliyacpa.ca
gondaliyacpa.ca · 1450+ 5-star Google reviews