

Please run through this before your fiscal close. On-time filing, full reporting, and documented records are what keep penalties and reassessments away, and let us file a clean T2.

- 1 File the T2 on time**
Within six months of your fiscal year-end, every year.
- 2 Pay the balance on time**
Two months after year-end; three for an eligible CCPC.
- 3 Report all income**
Include foreign income and online sales in every return.
- 4 Document deductions and credits**
Back each claim with a receipt or invoice.
- 5 Reconcile monthly**
Keep books current so errors surface early, not at filing.
- 6 Retain records for six years**
Keep books and support for six years after the tax year.
- 7 File foreign reporting when it applies**
T1135 for foreign property, T1134 for foreign affiliates.

PRO TIP

Found an error in a past return? The Voluntary Disclosures Program can reduce penalties when you come forward first.

What happens next

1 Free consultation

We review your filings and exposure.

2 Clean compliance

We file on time and document claims.

3 CRA support

We stand with you on any review.