

CRA Audit Response Checklist

What to do when a CRA letter arrives

Gondaliya CPA Professional Corporation · Toronto, ON

Please keep this on hand. A calm, documented, on-time response, routed through one representative, settles most CRA audits quietly. Do not ignore the letter — the clock starts the day it arrives.



1

Note the deadline in the letter

Read it carefully and diarize every date; do not ignore it.



2

Authorize your CPA

Through Represent a Client or Form AUT-01, so we deal with the CRA.



3

Gather only the records requested

Provide exactly what is asked, indexed and labelled — no more.



4

Route all communication through us

One measured point of contact keeps the scope from widening.



5

Respond to the proposal letter

Reply with support within the 30-day window before reassessment.



6

File a Notice of Objection if needed

Within 90 days of a reassessment, with documents attached.



7

Keep records six years and fix gaps

Retain everything and close the weak spots for next time.

PRO TIP

Interest runs during a dispute. Many businesses pay the balance to stop interest, still object, and get a refund if they win.

What happens next

1

Send us the letter

We review it free and map the response.

2

We represent you

We take over contact and build the file.

3

Resolved

We handle the proposal and any objection.