Catch-Up Corporate Tax Filing Checklist

Ten steps before your catch-up filing engagement starts

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A multi-year catch-up works when it is done in the right order. Work through these before your consultation, and bring the answers with you.

- [ ] 1 **List every unfiled year**
  Including nil years for dormant corporations.
- [ ] 2 **Check for CRA demand letters**
  A demand generally closes the Voluntary Disclosures route.
- [ ] 3 **Gather bank and credit card statements**
  For every missing fiscal year, all accounts.
- [ ] 4 **Collect sales records and expense receipts**
  The evidence behind income and deductions.
- [ ] 5 **Pull payroll and GST/HST filings**
  Those accounts are usually behind too.
- [ ] 6 **Find prior filed T2 returns**
  So opening balances can be carried forward.
- [ ] 7 **Assemble shareholder loan documents**
  To explain intercompany movements.
- [ ] 8 **List asset purchases and sales**
  For capital cost allowance adjustments.
- [ ] 9 **Rebuild from the oldest year first**
  Each year's closing balance opens the next.
- [ ] 10 **Set a compliance calendar afterwards**
  Six months after year-end, every year.

PRO TIP

Come forward before the CRA writes to you. The Voluntary Disclosures Program is generally lost the moment a den

What happens next

1 **Free consultation**
2 **Flat fee, HST included**
3 **Set up and monitored**

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