

Past Account Clean-Up Checklist

The records your CPA needs to fix your books

Gondaliya CPA Professional Corporation · Toronto, ON

Please gather and work through these before your CPA starts. Complete documents are what let a clean-up move quickly and finish accurately, ready for filing.



1

Gather statements

Bank and credit card records for the period.



2

Collect invoices and receipts

Sales invoices and purchase receipts with proofs.



3

Reconcile AR and AP

Complete receivable and payable entries.



4

Verify payroll remittances

Match remittance reports to payments and T4 slips.



5

Categorize expenses

Code costs to the correct accounts under CRA rules.



6

Clean the chart of accounts

Remove old categories; review old transactions.



7

Organize the tax file

Match GST/HST to ledgers; verify the trial balance.

PRO TIP

Download full-year statements and export Stripe or Rotessa history first — they rebuild most of a period on their own.

What happens next

1

Free consultation

We review your records and set a flat fee.

2

We clean up

Gather, reconcile, and correct the books.

3

Ready to file

Verified statements, ready for your return.