

Please run through this before your fiscal close, not the filing week. Having these ready lets us time your deductions, protect the small business rate, and file your T2 without surprises.

- 1 Review accrued but unpaid expenses**  
Properly accrued costs can reduce taxable income in the current year.
- 2 Gather receipts and invoices**  
Every claimed expense needs support showing the business purpose.
- 3 Separate personal from business spending**  
Mixed accounts create grey areas; clean books keep claims defensible.
- 4 List capital purchases for CCA**  
Flag assets eligible for Capital Cost Allowance and accelerated first-year rates.
- 5 Reconcile payroll, benefits, and GST/HST**  
Confirm salaries, benefits, and input tax credits are captured.
- 6 Confirm year-end and T2 due date**  
File within six months; pay any balance owing on time to avoid penalties.

#### PRO TIP

Sort each larger purchase into current or capital before year-end. It decides whether the deduction lands now or over years.

## What happens next

### 1 Free consultation

We review your books and year-end.

### 2 Timing plan

We time deductions and CCA to lower tax.

### 3 T2 filed

We file on time and keep you audit-ready.