Acupuncture Practice Tax Checklist

Ten checks before your fiscal year closes

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Work through these before the year-end, not after.
Exempt or taxable is the line running through all of it.

- [ ] **1 Share ownership checked**
  Regulator rules confirmed before incorporating.
- [ ] **2 Revenue split**
  Exempt treatments apart from retail sales.
- [ ] **3 Registration tested**
  Taxable sales measured against the threshold.
- [ ] **4 Credits apportioned**
  Claimed only against taxable activity.
- [ ] **5 Pay mix decided**
  Salary and dividends set for RRSP and CPP.
- [ ] **6 Passive income watched**
  Measured against the $50,000 threshold.
- [ ] **7 Loans cleared**
  Shareholder balances repaid in the window.
- [ ] **8 Family wages supported**
  Timesheets and job descriptions on file.
- [ ] **9 Equipment timed**
  Class 8 purchases and the half-year rule.
- [ ] **10 Records retained**
  Resolutions, payroll and receipts, six years.

PRO TIP

Exempt treatments carry no input tax credits, so the GST/HST paid on rent and equipment is a real cost. Retail sales change that picture, so track them.

What happens next

1. Practice reviewed
2. Flat fee quoted
3. Plan in place

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