

CRA Audit Response Checklist

Ten checks the day a CRA letter arrives

Gondaliya CPA Professional Corporation | Licensed Ontario CPA Firm

Work through these ten the day the letter arrives. The deadline governs everything else on this list, so start by writing it down.

- ☐ **1 Mailing date recorded**
The deadline counts from it, not from receipt.
- ☐ **2 Letter type identified**
Proposal letter, reassessment or audit query.
- ☐ **3 Deadline diarised**
30 days to reply, 90 days to object.
- ☐ **4 Representative authorized**
Form AUT-01 filed so your CPA can act.
- ☐ **5 Adjustments listed**
Each disputed item separated from the rest.
- ☐ **6 Evidence gathered**
Contracts, invoices, statements, reconciliations.
- ☐ **7 Position assessed**
Where you are strong and where you are not.
- ☐ **8 Undisputed portion paid**
Interest runs on everything until settled.
- ☐ **9 Relief request considered**
Penalties and interest, applied for separately.
- ☐ **10 Prior years reviewed**
Before you answer, not after.

PRO TIP

The proposal letter is the cheapest stage of the whole process.
Answering it properly is worth more than any objection filed after the reassessment issues.

What happens next

- 1** File reviewed
- 2** Fixed fee quoted
- 3** Response filed

647-212-9559 · info@gondaliyacpa.ca · gondaliyacpa.ca/consultation

1300+ 5-star Google reviews · Licensed Ontario CPA Firm since 2013 · Verify: cpaontario.ca