

Staffing Agency Checklist

Ten checks for your agency

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Work through these every cycle, not once a year.
Who is the employer is the call that drives the rest.

- ☐ **1 Workers classified**
Each engagement tested and documented in writing.
- ☐ **2 Remitter type confirmed**
Schedule established rather than assumed.
- ☐ **3 Remittances current**
Source deductions paid on every due date.
- ☐ **4 Invoices corrected**
GST/HST charged on the full bill rate.
- ☐ **5 Place of supply set**
Correct provincial rate for each placement.
- ☐ **6 Accounts split**
Bill rate separated from pay rate in the ledger.
- ☐ **7 Burden loaded**
Employer costs and accruals in true labour cost.
- ☐ **8 Accruals monthly**
Vacation and statutory pay recorded as earned.
- ☐ **9 Revenue basis set**
Gross or net decided on principal-agent status.
- ☐ **10 Records retained**
Six years from the filing date.

PRO TIP

GST/HST applies to the full bill rate, not your margin. Check the invoice template before assuming it has always been done right.

What happens next

- 1** Payroll reviewed
- 2** Flat fee quoted
- 3** Filings current

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