

Towing Company Checklist

Ten checks for your operation

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Work through these monthly, not once a year.
Per-truck costing is the number everything else rests on.

- ☐ **1 Cost centres set**
Revenue and cost tracked per truck.
- ☐ **2 Drivers classified**
Employee or contractor decided and documented.
- ☐ **3 Remitter type confirmed**
Payroll schedule established, not assumed.
- ☐ **4 Remittances current**
Source deductions paid on every due date.
- ☐ **5 CCA classes assigned**
Each truck and recovery unit placed correctly.
- ☐ **6 In-service dates recorded**
Available-for-use confirmed before claiming.
- ☐ **7 Fuel cards reconciled**
Business use separated from personal fills.
- ☐ **8 Storage policy written**
Impound and lien revenue recognised consistently.
- ☐ **9 Deadlines diarised**
Filing date and balance due date both.
- ☐ **10 Records retained**
Six years from the filing date.

PRO TIP

A truck sold after full depreciation triggers recapture, which is taxable income. Model the tax before agreeing a sale price.

What happens next

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

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

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