

Voluntary Disclosure Checklist

Ten checks before you file an RC199

Gondaliya CPA Professional Corporation | Licensed Ontario CPA Firm

All five conditions have to hold. Work through these ten items before your consultation, and bring whatever records you have, including the incomplete ones.

- ☐ **1 Confirm no CRA contact yet**
The voluntary condition depends on it.
- ☐ **2 List every affected year**
Completeness covers all of them, not some.
- ☐ **3 List every affected account**
T2, GST/HST, payroll and foreign reporting.
- ☐ **4 Check the one-year test**
The information must be over a year overdue.
- ☐ **5 Gather what records exist**
Bank statements, invoices, payroll registers.
- ☐ **6 Rebuild the books**
QuickBooks or Xero, before calculating anything.
- ☐ **7 Identify foreign holdings**
T1134 and T1135 obligations are often missed.
- ☐ **8 Calculate the estimated payment**
Tax plus interest, paid with the application.
- ☐ **9 Draft the narrative factually**
Plain facts and dates, nothing downplayed.
- ☐ **10 Run the no-name review**
Before the corporation is ever identified.

PRO TIP

Rebuild the records before drafting the narrative. Writing the explanation first tends to produce a story the numbers then have to fit, which reviewers notice.

What happens next

1 Free consultation

2 Flat fee, HST included

3 Filed and represented

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