

VDP Documents Checklist

Ten documents to gather before you file

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Work through these ten before your consultation. Gaps are expected at this stage, and identifying them early is exactly what this list is for.

- ☐ **1 Original filed returns**
Every affected year, as originally submitted.
- ☐ **2 Financial statements**
Balance sheet and income statement per year.
- ☐ **3 General ledger, trial balance**
The books behind the corrected figures.
- ☐ **4 Bank and card statements**
Full period, to reconcile against.
- ☐ **5 Sales invoices and receipts**
Supporting the revenue and expenses claimed.
- ☐ **6 Payroll remittance history**
PD7A records against T4 and T4A slips issued.
- ☐ **7 GST/HST returns as filed**
So the corrected net tax reconciles to them.
- ☐ **8 Shareholder loan records**
Plus intercompany and merchant settlements.
- ☐ **9 Foreign asset details**
T1135 and T1134 where they apply.
- ☐ **10 Any CRA correspondence**
Notices, letters, and open objections.

PRO TIP

Where an exact figure cannot be reconstructed, a labelled estimate is acceptable. Write down the method used to arrive at it, and include that with the submission.

What happens next

- 1** Gaps identified
- 2** Fixed fee quoted
- 3** Package filed

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