

Corporate VDP Filing Checklist

Ten checks before your RC199 package goes out

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Five conditions, two programs, one form. Work through these ten items before your consultation, and bring whatever records you have, including the incomplete ones.

☐ **1 Confirm the filing is unprompted**

No CRA contact about these periods.

☐ **2 Check the one-year overdue test**

At least one calendar year late.

☐ **3 List every affected year**

All of them, not just the recent ones.

☐ **4 List every affected account**

T2, GST/HST, payroll, foreign reporting.

☐ **5 Gather the seven document types**

Returns, statements, ledgers and the rest.

☐ **6 Rebuild the books**

Before any tax figure is calculated.

☐ **7 Check foreign property and crypto**

T1134, T1135 and any digital assets.

☐ **8 Calculate the estimated payment**

Tax plus interest, sent with the form.

☐ **9 Draft the narrative factually**

Plain facts and dates, nothing downplayed.

☐ **10 Complete and mail Form RC199**

Certified mail, with all schedules attached.

PRO TIP

Send the package by certified mail and keep the receipt. The submission date fixes the voluntary condition, and a mailing record is the simplest evidence of when you filed.

What happens next

1 Free consultation

2 Flat fee, HST included

3 Filed and represented

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