

Window Installer Checklist

Ten checks before year end

Gondaliya CPA Professional Corporation | Licensed Ontario CPA Firm

Work through these monthly, not once a year.
Unfiled slips are the fastest route to a CRA letter.

- ☐ **1 Subcontractors listed**
Everyone paid \$500 or more identified.
- ☐ **2 T5018 slips filed**
Contract payments reported for the period.
- ☐ **3 Workers classified**
Employee or contractor decided and documented.
- ☐ **4 Deposits handled**
GST/HST accounted for when received.
- ☐ **5 Holdbacks tracked**
Tax accounted for on release, not on invoice.
- ☐ **6 Jobs numbered**
Every material and labour cost coded to a project.
- ☐ **7 Mileage logged**
Date, destination, reason and odometer readings.
- ☐ **8 Assets classified**
Trucks and trailers capitalised, not expensed.
- ☐ **9 Personal spending out**
Shareholder loan balance reviewed and cleared.
- ☐ **10 Records retained**
Six years from the filing date.

PRO TIP

Bank statements alone will not support an expense claim. The CRA wants the invoice showing vendor, description, quantities and tax.

What happens next

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

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