

Taxable supplies only. Schedule V exempts. Credits follow use.

Ten checks before your agency files.

☐ **Registration tested on taxable supplies**

ETA s.148. Exempt commissions excluded.

☐ **Exemption cited to Schedule V Part VII**

Not s.165, which imposes tax.

☐ **Input tax credits apportioned**

ETA s.141.01, by commercial use.

☐ **Commission coded by type**

First-year, renewal, override, referral.

☐ **Advance and chargeback log kept**

Deduct, never net against income.

☐ **Shareholder loans cleared in time**

One year after the corporate year-end.

☐ **Book of business in Class 14.1**

5% declining balance. Not an expense.

☐ **T4A issued above \$500**

Last day of February.

☐ **Balance paid at two or three months**

Before the six-month filing date.

☐ **Records held six years**

From the year-end, not the filing date.

**Home workspace test (a) requires no
exclusive use — ITA s.18(12).**