

Twelve things to settle before your year-end

For Canadian guard, patrol, monitoring and installation businesses. Rules current to 9 October 2026.

- ☐ **Separate monitoring from installation**
Two supplies on two clocks. The contract has to say which fee is which.
- ☐ **Schedule the unearned monitoring revenue**
Contract-level, by service period. That is what supports a reserve claim.
- ☐ **Settle who owns the installed equipment**
Still yours means Class 8 or Class 10, not cost of sales.
- ☐ **Build or update the fixed asset register**
Purchase dates, site locations, class codes, available-for-use dates, disposals.
- ☐ **Test every guard and subcontractor**
Classification turns on how the work runs, not on what the agreement says.
- ☐ **Check the rate on out-of-province sites**
Place of supply follows the customer, not your head office.
- ☐ **Register for GST/HST past \$30,000**
Taxable sales in a quarter, or over four consecutive quarters.
- ☐ **Keep receipts showing the GST/HST split**
Shown separately from the total, or the input tax credit is not supported.
- ☐ **Put vehicles and the build-out in the right class**
Patrol vehicles in Classes 10 and 16. Leasehold improvements in Class 13.
- ☐ **Document any shareholder loan**
A real loan needs paperwork and market-rate interest, or it is income.
- ☐ **File the T2 at six months, pay at two**
They are different deadlines. Interest runs from the payment date.
- ☐ **Keep the records for six years**
Contracts, equipment invoices by site, payroll summaries, GST/HST filings.

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