

## Tax-Ready Checklist – Quick Reference

### Monthly


- ☐ Upload and store receipts
- ☐ Categorize transactions correctly
- ☐ Reconcile bank & credit cards
- ☐ Review uncategorized items

### Quarterly

- ☐ File GST/HST returns
- ☐ Confirm payroll remittances
- ☐ Review large or unusual transactions

### Annually

- ☐ Review books before year-end
- ☐ Confirm capital assets & depreciation
- ☐ Organize contracts and invoices
- ☐ Retain CRA notices and tax returns

 CRA requires records be kept for at least 6 years.

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