

GST/HST CHECKLIST

S. No.	DESCRIPTION	CONFIRMATION	
		YES	NO
1.	MAJOR PURCHASE (BILL OF SALE/ PURCHASE)		
2.	NEW LOAN OR LEASE AGREEMENT		
3.	REGULAR EXPENSE RECIEPTS SUCH AS:- 1 NEW PREAUTORIZE PAYMENT SCHDUEL I.E. INSURANCE, 1 REPAIRS 1 RENT 1 MATERIAL PURCHASE FOR RESALE 1 FUEL 1 TRAVEL 1 OTHER BILLS		
4.	<u>INCOME</u> 1 PAY STUBS OR TELLER REPORS MONTHLY		
5.	BANK STATEMENTS 1 DOWNLOAD TRANSACTIONS IN "QBO FORMAT 1 PDF DOWNLOADS OR SCANNED PDF FORMAT		