

## GST/PST/HST REPORT CHECKLIST

Use the following checklist to make sure you have collected all documents we need to prepare your goods and services tax report (GST/PST/HST).

### SERVICE AGREEMENT

(Download and fill-out the **Service agreement** document found at <https://msafs.com/en/documents.php>)

### DOCUMENTS TO PROVIDE

- Your personalized GST/PST/HST report remittal form
- Revenu Québec and Canada Revenue Agency assessments
- Bank statements since the last GST/PST/HST report
- Photocopies of all cheque vouchers
- Photocopies of all deposits (details)
- Credit card statements (corporate)
- Credit card receipts (payments) (corporate)
- Personal credit card statements (if applicable)
- Personal credit card receipts (payments) (if applicable)
- Supplier bills (identified as for payment by cheque, credit card, cash, etc.)
- Copies of new contracts
- Details about new equipment
- Details about leasehold improvements
- List of all accounts receivables at the end of the month
- Payroll reports

**PLEASE ALSO PROVIDE ANY OTHER INFORMATION OR DOCUMENT WHICH WOULD HELP YOUR ACCOUNTANT SERVE YOU BETTER.**

(MSA-Checklist-GST-PST-HST-en V. 2018-08)