

Payroll and GST/HST examinations

Learn about the process

The focus of an examination is different from a tax audit because it is only related to your payroll and GST/HST obligations.

1.Account selection

CRA contacts you to inform you that your account has been selected for review

2.Preparation

CRA contacts you to begin the review process, prepare necessary documents

Common topics reviewed

- **Employee income** - Includes regular income, bonuses, and more
- **Deductions** - Review of CPP, EI, and income tax deductions
- **Employee benefits** - Covers taxable benefits such as parking or vehicle allowances
- **Remittances** - Ensures timely payments to the CRA
- **GST/HST** - Reviews collected GST/HST and input tax credits on GST/HST returns

3.Examination

CRA reviews your records either in-person or as a desk review

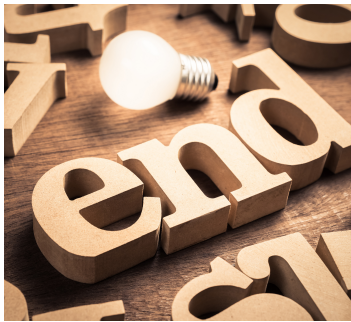
4.Completion

CRA provides a detailed report on the results of the examination

Final assessment

CRA's detailed findings may include one of these outcomes:

- **No changes required** - Your records are compliant
- **Adjustments required** - Discrepancies found, adjustments recommended
- **Penalties and interest** - May apply for non-compliance



- **Keep accurate records** - Maintain thorough payroll and GST/HST documentation
- **Remit on time** - Timely remittances help avoid penalties
- **Stay compliant** - Regularly review CRA updates and payroll compliance rules

