# INITIAL AUDIT NOTICE

You will recieve a letter/call/email from your auditor. Auditors may also come to your home or business.

## DATE, LOCATION, TIME SET

Auditor will provide a date, time and location as well as communicate what documents are required for the audit.

# PREPARATION TIME

Gather requested documents and supporting information. Need more time to prepare?

#### YES



NO

# **REQUEST EXTENSION**

File for an extension with your auditor. A new date, location and time will be provided by your auditor.

## DAY OF THE AUDIT

Answer auditor questions, explain your calculations and business structure.

# **AUDIT RULING**

Your Auditor will rule your file as either

#### **ASSESSED AS FILED**

No changes are required to your income tax return and your audit file is closed.



Auditor makes adjustments based on proposal. Agree with outcome?

# DONE!

You will be notified of your new tax balance or refund (NOA).

## YES





Send your reason for appeal and supporting documents and files to your auditor. Agree with response?

## NO

# YES

#### **2ND APPEAL**

**1ST APPEAL** 

Contact your auditor's team leader Provide the reason for appeal and supporting documents. Agree with response?

# NO

## **FILE A OBJECTION**

**AFTER THE AUDIT:** 

Remember! You have the right to representation when dealing with CRA. Consider hiring an audit specialist such as a ProStrata-G ProAdvisor.

