

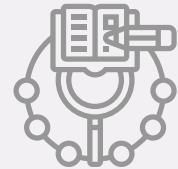
Audit Preparation Checklist



Identify the Audit Type and Understand Your Rights

01

- ☐ Understand the type of audit you're facing (remote accounting or on-site audit)
- ☐ Confirm the audit timeline and fiscal years under review
- ☐ Review your rights as a taxpayer under the Charte du contribuable vérifié
- ☐ Note the name and position of the auditor and their supervisor as stated in the audit notice.



Gather Your Financial Documents

02

- ☐ Collect the Fichier des Écritures Comptables (FEC) file in digital format
- ☐ Organize invoices, contracts, and supporting tax documentation by fiscal year
- ☐ Gather bank statements, ledgers, journals, trial balances, and tax returns
- ☐ Review past tax credits and international transactions for potential audit attention



Choose Who Will Support You During the Audit

03

- ☐ Choose your point of contact for the audit (accountant or tax lawyer)
- ☐ Prepare a written mandate if your advisor is not a lawyer
- ☐ Ensure the FEC file is ready and available for the first meeting.



Other Things to Remember

04

- ☐ Maintain a professional and cooperative tone with the auditor at all times
- ☐ Identify possible risk areas the auditor may focus on
- ☐ Respond to all requests within the given deadlines
- ☐ Do not allow original documents to be taken without proper written consent and a receipt
- ☐ Keep normal business operations running smoothly while complying with audit requests

