

## Checklist for Registering for the GST

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|--|---|--------------------------|
| 1) Register for a GST account with the Canada Revenue Agency   | If your business experiences sales of over \$30,000 in any four consecutive quarters, you must collect and remit GST. <a href="#">Check the Canada Revenue Agency's GST Questionnaire</a> to determine if GST applies to your business.   | <input type="checkbox"/> |
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| 2) Determine if your products/services are taxable and prepare to charge and collect the GST   | Most goods and services are subject to the GST. To find out more about taxable and exempt items, <a href="#">visit here</a> . Charge the correct rate on your taxable sales and keep records of your collection--- <a href="#">click here for tips on charging and collecting</a> . | <input type="checkbox"/> |
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| 3) Do you have all the requirements for GST registration?  | <a href="#">Click here</a> and review this list to be sure you have the information you need to register your GST account.  | <input type="checkbox"/> |
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| 4) Register to collect the GST   | <a href="#">Visit this site</a> to register online for the GST and get a business number from CRA   | <input type="checkbox"/> |
| <hr/>  |   |                          |
| 5) Complete your GST return and remit payment  | Know your reporting period and how to complete your return. <a href="#">Click here</a> for help on GST returns.   | <input type="checkbox"/> |
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| Most GST payments are due at the same time as your GST returns. <a href="#">Click here</a> for information on remitting your GST payments. |   |                          |
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*For more information on the GST, please visit the Canada Revenue Agency's GST site by [clicking here](#).*