



## Claiming Income Tax Credits (ITCS)

### Common purchases and expenses you may be able to claim:

- fuel costs
- legal, accounting, and other professional fees
- office expenses
- rent
- telephone and utilities
- advertising
- equipment rentals

### Common errors to look out for:

- Insurance- Retail sales tax on insurance is not HST/GST and therefore is not eligible to be claimed as an ITC
- Meals and entertainment- Only 50% of the HST/GST is claimable for ITC purposes
- Vehicle purchases- Limitation on HST/GST that can be claimed

## When to file your GST/HST return

### Assigned and optional reporting periods

Annual taxable supplies threshold amounts	Assigned reporting period	Optional reporting period
\$1,500,000 or less	Annual	Monthly or quarterly
More than \$1,500,000 up to \$6,000,000	Quarterly	Monthly
More than \$6,000,000	Monthly	Nil
Charities	Annual	Monthly or quarterly
Listed financial institutions (other than corporations deemed to be a listed financial institution because they have elected to have certain taxable supplies deemed to be financial services)	Annual	Monthly or quarterly

## How to file GST/HST using GST/HST NETFILE?

GST/HST NETFILE allows you to file GST/HST tax returns, and eligible rebates directly to the CRA.

### Before you file online make sure you:

- Have an access code. If you do not, go to [Need an access code? - Canada.ca](#)
- Use a browser which supports TLS 1.2
- Have enabled cookies and JavaScript in your browser
- Have completed your return and, if applicable, rebate information in Canadian funds

### GST/HST NETFILE will ask you to provide the following information:

- Your Business Number (BN)
- Your reporting period "from" and "to" dates
- Your access code

Once filed you will receive a confirmation number as proof that the CRA has received your information. Print or save the page with your confirmation number and keep it with your records.

