



Surrey BC V3T 5E1

Date	March 3, 2020
Business Number	

0001568

**Corporation Post Assessing Review**

Subject: Limited review of your corporation income tax returns for the tax years ending

On your Schedule 125, Income Statement Information, you reported **vehicle expenses** (field code 9281) for the tax years shown above. To support these expenses, please send us the following:

- a detailed list or ledger of the transactions you included in vehicle expenses.
- a copy of your invoices or receipts to support your 10 largest ledger items included in vehicle expenses for each tax year under review.
- a copy of your invoices and receipts to support all ledger items included in vehicle expenses for the third month of each tax year under review (If a tax year is less than three months, send invoices and receipts to support all ledger items for the last month of that tax year).
- a list of the vehicles related to the expense. Make sure to specify if the company, a shareholder, or employee owns the vehicle.
- The make and model of any vehicle(s) the company leased.

If someone used a vehicle for business and personal use, please send us the following:

- the percentages of business and personal use of the vehicles related to the expense.
- a copy of the log used to track business and personal use.
- An explanation of how you accounted for business or personal use of the vehicles. Some examples include expense reduction, an employee reimbursement, an employee benefit, or a standby charge.

Although we asked for only the item(s) listed above now, we may ask for supporting documents for specific items later.

If we do not receive the requested documents, we will disallow the amount.

**You have to send your documents or call within 10 days of the date of this request. After 10 days, we will reassess your returns based on the information we have.**

You can send your documents using our online services at:

- [canada.ca/my-cra-business-account](http://canada.ca/my-cra-business-account), if you are a business owner
- [canada.ca/taxes-representatives](http://canada.ca/taxes-representatives), if you are an authorized representative or employee

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For more information on how to send your documents online, go to [canada.ca/cra-submit-documents-online](http://canada.ca/cra-submit-documents-online).

To send your paper documents by fax or mail, use the number or address below. Also, return this letter with the documents.

Send us the name and phone number of an authorized person to contact in case we need more information. You can authorize a representative using our online services at [canada.ca/my-cra-business-account](http://canada.ca/my-cra-business-account), or by filling out Form AUT-01 - Authorize a Representative for Access by Phone and Mail, and sending it with your response. For more information, go to [canada.ca/taxes-authorize-representative](http://canada.ca/taxes-authorize-representative).

If you need more time, you can ask for an extension in writing or by calling the telephone number below.

If you are a small business and would like help in understanding your tax obligations, you can ask for a visit from a CRA Liaison Officer. For more information, go to [canada.ca/cra-liaison-officer](http://canada.ca/cra-liaison-officer).

If you already sent the documents, you can ignore this letter.

For more information, phone or write to:

Surrey NVCC	
9755 King George Boulevard	
Surrey	BC V3T 5E1
Phone	778-368-1830
Fax	604-585-5889
Toll free number	833-566-5421 Ext 5040

Please quote: Case/Reference