

Tax Filing Checklist for SMEs

Use this checklist to prepare for corporate tax filing and compliance reviews.

1. Confirm GRA registration and TIN details.
2. Reconcile sales, expenses, payroll, VAT, PAYE and withholding tax records.
3. Keep invoices, receipts, bank statements and prior filings in one folder.
4. Review deadlines with your accountant before submission.

Prepared for Cushay Associates website users.