



GST QST MEMO

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Dear Customers,

To help you maximize your GST QST refund, be sure to have on hand all receipts and documents KGT Consultant will need before submitting your documents. If you have questions or comments, please contact us Monday through Friday from 8:00 to 16:00.

Once all documents in your possession, you can send your accounting by the following means:

Sending Methods

- By Mail
- Email (Scanner necessary)
- Appointment

Documents required for GST & QST

- Bank statement of the company
- Stubs for the company's bank account
- Explanation for deposits into the account of the company (Revenue)
- All receipts for expenses, fuel, tolls, meals and other ...

Your Name: _____

Date sent: _____

Content (optional):

Kind Regards,

Team KGT Consultant