

# Sole Proprietor Quick Reference — Your Key Dates at a Glance

Fill in your own real dates below — your entries are saved right in this PDF — then click Add to Calendar for a reminder that links to the right portal.

Business name:

## GST/HST PAYMENT DUE

# April 30\*

Fixed CRA date for sole proprietors  
(standard Dec 31 fiscal year-end).

Money must arrive at CRA by this date — earlier than the filing deadline.

[Add to Google Calendar >>](#)

## GST/HST FILING DUE

# June 15\*

Fixed CRA date for sole proprietors  
(standard Dec 31 fiscal year-end).

Submitting your annual return.

[Add to Google Calendar >>](#)

## Other key deadlines at a glance

### Personal Tax (T1) — Filing

June 15 (self-employed)

[+ Calendar](#)

### Personal Tax — Payment

April 30

[+ Calendar](#)

Every link above already opens with the correct upcoming date, repeats automatically, and includes a direct link to the right filing or payment portal. Full detail for each deadline — including mileage and banking dates — is in the full guide.

## Your Business Numbers

Keep these handy — you'll need them every time you file.

GST/HST #:

## Mileage Log — Odometer Readings

Reminder: take a photo of your odometer on both dates to back up your log.

Jan 1 (year start):

Dec 31 (year end):

[+ Add to Calendar \(Jan 1 photo reminder\)](#)

### Calendar tip

After adding an event, adjust the repeat frequency to match how often you actually file (monthly, quarterly, or annually for GST/HST), and add two reminders — one a week before and one a day before the due date.