

NOTE ON TAX CASE ANALYSIS

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It may be useful to follow some steps in analyzing a Tax case in your role as a Tax advisor.

Phases and Steps

Phases	Steps (CPA and university exams and practice)	Steps (only in practice (and assignments))
Reading	<ul style="list-style-type: none">- read the «Required» section- read the case / simulation	
Problem definition	<ul style="list-style-type: none">- identify the questions or issues to be resolved- establish the facts and context (client objectives)- ask questions, if facts / questions unclear or information not provided- propose assumptions, if necessary	
Analysis	<ul style="list-style-type: none">- define terms- identify alternatives- perform quantitative analysis- perform qualitative analysis- propose a conclusion	
Research	<ul style="list-style-type: none">- consult the Tax Appendix- consult the Canadian Income Tax Act with Regulations	<ul style="list-style-type: none">- consult CRA publications- consult tax services (ex: TaxWorks, Tax Suite) and doctrine- consult relevant jurisprudence and court cases- consult other publications
Reporting	<ul style="list-style-type: none">- adopt a structure for the written report- answer clearly the questions or issues- formulate recommendations, including tax planning ideas	<ul style="list-style-type: none">- write notes for the client file
Submission	<ul style="list-style-type: none">- submit the written report	