



# The Business Number and Your Canada Revenue Agency Program Accounts

## Before you start

### Is this booklet for you?

This booklet will help you get a business number (BN) if you need one or more of the following Canada Revenue Agency (CRA) program accounts:

- goods and services tax/harmonized sales tax (GST/HST)(RT);
- payroll (RP);
- import-export (RM); or
- corporation income tax (RC).

If you are blind or partially sighted, you can get our publications in braille, large print, etext, or MP3 by going to [www.cra.gc.ca/alternate](http://www.cra.gc.ca/alternate). You can also get our publications and your personalized correspondence in these formats by calling **1-800-959-5525**.

Unless otherwise noted, all legislative references are to the *Income Tax Act* and the *Income Tax Regulations*.

La version française de ce livret est intitulée RC2, *Le numéro d'entreprise et vos comptes de programme de l'Agence du revenu du Canada*.

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## The business number

A business number (BN) allows the Canada Revenue Agency (CRA) to identify a business (or other organization such as a charity) for tax matters related to business in Canada. Having a BN lets businesses and other organizations simplify their dealings with each other, as well as with all levels of the public sector. The BN is based on the idea that each organization has one unique nine-digit number.

The four major program accounts registered by the CRA are:

- goods and services tax/harmonized sales tax (GST/HST)(RT);
- payroll (RP);
- import-export (RM); or
- corporation income tax (RC).

### Note

There are other types of CRA program accounts that are not listed above. For more information about these other program accounts, or to register for them, go to [www.cra.gc.ca/bn](http://www.cra.gc.ca/bn) and select “Do you need a program account?” or call 1-800-959-5525.

The CRA has forged partnerships and working relationships with Industry Canada, Public Works and Government Services Canada (PWGSC) and the following provinces: British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, and Saskatchewan. These partnerships with the CRA allow a business to receive a BN by registering for either a provincial program or federal program.

You can register for provincial accounts for the provinces listed above through the province’s website. For more information on how to register for programs with CRA’s provincial partners, go to [www.cra.gc.ca/provincialpartners](http://www.cra.gc.ca/provincialpartners).

## How a BN works

The BN is a unique nine-digit number assigned by the CRA to identify a specific business. These nine digits form the root of the 15 character program account numbers that are also assigned by the CRA or by participating BN programs. The program account number is used to identify the programs and specific accounts used by a business.

A program account number has three parts:

- a nine-digit BN to identify the business;
- a two letter program identifier, used to identify the program type; and

- a four-digit reference number to identify each account a business may have within a program type.

For example:

### Program account number

1	2	3	4	5	6	7	8	9	R	P	0	0	0	2
<b>Business number (BN)</b>									<b>Program identifier</b>		<b>Reference number</b>			

The first nine-digits represent your BN.

The BN is unique to your business. You will use this number when registering for all program accounts and when communicating with the CRA about your business. The same BN will be included in all your account numbers no matter how many or what types you have.

The two letters identify the type of program account; in this case, a payroll account.

The last four-digits are the reference number for a specific program account.

It is important to show which account you want to access by providing the two-letter program identifier and the four-digit reference number with your BN. For example, when you make a payment, the money will go to the account you designate using the two-letter program identifier and the four-digit reference number. This applies to any transaction on your accounts—the two letters tell us which program account you want to access.

#### Note

You can register your new business for all the program accounts you need at the same time. If your business expands, you may need to open more accounts. For instance, if you open offices in different cities across the country, you may have separate payroll offices in each city, and you will need more payroll accounts. Each payroll office will have the same BN and program identifier, but a different four-digit reference number. For this reason, you should set up your computer systems, forms, and records to handle all 15 characters of the account number. Once you have a BN, more accounts can be added easily. For more information about program accounts, or to register for them, go to [www.cra.gc.ca/bn](http://www.cra.gc.ca/bn) and select “Do you need a program account?”

## Who can get a BN

Each sole proprietor, partnership, corporation, trust, or other ownership type, will be assigned one BN. One business, one number throughout Canada.

Organizations such as clubs, and charities, will also get a BN, if, for example, they have to register for GST/HST or claim a rebate. As well, a trustee or administrator of a registered retirement savings plan or a registered retirement income fund who has to open a payroll deductions account will need a BN.

#### Note

If you change the legal structure of your business you will need a new BN. For example, if your unincorporated business becomes a corporation, or your partnership becomes a corporation, you will need a new BN. When such a change occurs, call **1-800-959-5525**.

## Before registering for a BN

Before registering for a BN, you should make decisions about the business you plan to operate. For example, you should know: the name of the business; the physical location and mailing address; the legal structure (such as, sole proprietorship, partnership, corporation, trust, or other ownership type); the fiscal year-end; the gross sales in Canada and worldwide sales.

In considering when to register, you should keep several factors in mind. One of these is your legal obligations. For example, when you register for GST/HST depends on the nature of your business and its sales. You should also consider the advantages of registering, such as the ability to claim input tax credits for the GST/HST you pay on your business’s start-up expenses. Opening an import-export account before you are ready to import or export goods into Canada will avoid delays at the port of entry. You should open a payroll account as soon as you know when you will have employees so that you can make regular deductions for them and remit tax and other amounts on time.

Opening CRA program accounts is the first step in a process that requires you to remit tax and other amounts, file returns, and meet other obligations. For this reason, you should open your CRA program accounts when you are close to starting your operations.

#### Note

If you are a sole proprietor or a partner in a partnership, you will continue to use your social insurance number (SIN) to file your individual income tax return, even though you may have a BN for your GST/HST, payroll, and import-export accounts.

## How to register for a BN

You can register for a BN and your CRA program accounts in any of the following ways:

- online at [www.businessregistration.gc.ca](http://www.businessregistration.gc.ca);
- by telephone at 1-800-959-5525;
- by mail; or
- by fax.

Registering electronically through Business Registration Online (BRO) has many benefits:

**One-stop service** – This integrated online service lets you register for key CRA program accounts and some provincial accounts at the same time. This saves time and duplicated effort.

**Convenient** – Service is available from your home and office anywhere in Canada well outside normal business hours, and on Saturdays.

**Easy-to-use** – Questions guide you through the registration process. Helpful features such as pop-up messages are displayed when missing or incorrect information is entered.

**Secure** – State-of-the-art encryption and security procedures allow you to follow steps that further protect your private information.

To register online or to find out more about online registration, go to [www.businessregistration.gc.ca](http://www.businessregistration.gc.ca).

If you are registering by **telephone**, be ready to answer all the questions in Part A of Form RC1, *Request for a Business Number*, and any other questions in the rest of the form that relate to the program accounts you want to open.

If you are registering by **mail** or by **fax**, fill in Form RC1. To get the address of the tax centre closest to you, go to [www.cra.gc.ca/taxcentre](http://www.cra.gc.ca/taxcentre) or see the listing on the next page.

### Tax Centres

Surrey Tax Centre  
9755 King George Boulevard  
Surrey BC V3T 5E1  
Fax: 604-585-5769

Winnipeg Tax Centre  
66 Stapon road  
Winnipeg MB R3C 3M2  
Fax: 204-984-5164

Sudbury Tax Centre  
1050 Notre Dame Avenue  
Sudbury ON P3A 5C1  
Fax: 705-671-3994  
and 1-855-276-1529

Shawinigan-Sud Tax Centre  
4695 12e Avenue  
Shawinigan-Sud QC G9P 5H9  
Fax: 819-536-7078

Jonquière Tax Centre  
2251 René-Lévesque Boulevard  
Jonquière QC G7S 5J1  
Fax: 418-548-0846

Summerside Tax Centre  
275 Pope Road  
Summerside PE C1N 6A2  
Fax: 902-432-6287

St. John's Tax Centre  
290 Empire Avenue  
St. John's NL A1B 3Z1  
Fax: 709-754-3416

### Doing business in Quebec

If your business is in Quebec, a BN includes your GST/HST accounts. Revenu Québec administers the GST/HST for the CRA, unless the person is a selected listed financial institution (SLFI) for GST/HST or QST purposes or both. For more information on how to contact Revenu Québec, go to [www.revenuquebec.ca/en/nous\\_joindre/entreprises](http://www.revenuquebec.ca/en/nous_joindre/entreprises) or send a written request at the following address:

Direction principale des relations avec la clientèle des entreprises  
Revenu Québec  
3800, rue de Marly  
Québec QC G1X 4A5  
Telephone: 1-800-567-4692  
Persons with a hearing impairment: 1-800-361-3795

If you register for a GST/HST account with Revenu Québec, **before** you register for a BN with the CRA, we will use the BN you are given when you receive your GST/HST account number.

If you open a GST/HST account **after** you register for a BN with the CRA, please provide Revenu Québec with your existing BN so that they may add the GST/HST account number to it.

#### Note

To register for your other accounts, (for example, payroll, import-export, and corporation income tax), or if you are an SLFI for GST/HST or QST purposes or both, you can register online at [www.businessregistration.gc.ca](http://www.businessregistration.gc.ca), or you can fill in Form RC1,

*Request for a Business Number*, and send it to us by mail or by fax. You can also call us at **1-800-959-5525** with your registration information.

For more information, including the definition of an SLFI for GST/HST and QST purposes, go to [www.cra.gc.ca/slfi](http://www.cra.gc.ca/slfi).

## Completing Form RC1, *Request for a Business Number*

If you decide you need a BN but are not registering online, you will have to fill in Form RC1, *Request for a Business Number*. The following information will help you decide which program accounts you need and help you fill in the form.

All businesses must fill in boxes A1 to A5 of Part A and sign the certification in Part F. You will also have to fill in parts B, C, D, or E of the form depending on the type of program accounts you need to open.

Direct deposit is now available for payroll accounts. To use this option, fill in Form RC366, *Direct Deposit Request for Businesses*. For more information on direct deposit, go to [www.cra.gc.ca/directdeposit](http://www.cra.gc.ca/directdeposit) or see “Direct deposit” on page 26.

### Note

If you are an SLFI use this form to register for the GST/HST unless you are making a consolidated filing election. If you are making a consolidated filing election, fill in Form RC4602, *Request for a Group GST/HST Registration Number for Selected Listed Financial Institutions with Consolidated Filing* or if you are making an election to join a consolidated filing election, fill in Form RC4602-1, *Request to be Added to a Group GST/HST Registration for Selected Listed Financial Institutions with Consolidated Filing*.

## Part A – General business information

Part A helps identify your business and the nature of its activities.

### Part A1 – Ownership type and operation type

This section is used to indicate the type of business you will operate and the ownership type. All corporations have to provide a copy of the certificate of incorporation or amalgamation or fill in Part E2 providing their certificate number, date of incorporation or date of amalgamation and jurisdiction (federal, provincial, or foreign). If your business does not match any of the ownership types listed, choose “Other” and describe your business.

Choose the operation type that best describes the type of business you have. If none apply, leave this section blank.

### Note

If you are a non-resident corporation that has incorporated outside of Canada, you **must** provide us with a copy of your certificate of incorporation or amalgamation before we can assign you a BN. You must also provide us with documentation regarding any amendments that may have taken place.

### Part A2 – Owners information

Enter the information for all individual owners, partners, corporation directors, or officers of the business. If you need more space than the form provides, add a separate sheet with the information. This part will let us know who owns the business and who may provide authorization to a representative to communicate for the business.

### Note

Giving a social insurance number is mandatory only for individuals (sole proprietors) applying for a GST/HST account (*Social Insurance Number Disclosure Regulations* and the *Excise Tax Act*). All owners who provide their social insurance number can register for the “My Business Account” service to access and manage their BN program account information online. To register, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

### Part A3 – Business information

Give the name that the business will use during its operation as well as its physical location and mailing address. Enter an operating or trading name of the business, if applicable, and your choice of language for correspondence.

### Part A4 – Major business activity

Enter your major business activity, and give as much detail as possible. You have to list the products and services you will sell and estimate the percentage of revenues each product represents. For example, a new art store may estimate revenues of 60% for framed paintings (including original works and prints), 30% for framing services, and 10% for art supplies.

### Note

If you are a financial institution, also indicate if you are a listed financial institution (LFI) or a selected listed financial institution (SLFI) for GST/HST purposes resident in Canada.

### Part A5 – GST/HST information

All businesses have to fill in Part A5. If you need a GST/HST account, also fill in Part B of the form.

If your business is in Quebec, see “Doing business in Quebec” on page 8.

### Note

There may be circumstances where you have to determine whether you are self-employed or an employee before registering for the GST/HST. For example, a real estate agent who earns a commission for sales while working for a real estate agency may be an employee and not have to register.

A quick test would be to determine whether an employer withholds payroll deductions. If you are not sure whether you are an employee or self-employed, see Guide RC4110, *Employee or Self-Employed?* or call 1-800-959-5525.

Before you fill in this section of the form, you need to know basic information about your obligations and entitlements for the GST/HST.

### **GST/HST rates and exemptions**

Most businesses that sell or provide **taxable goods and services** in Canada need a GST/HST account number. Taxable goods and services are goods and services that are taxable at 5% **GST**, 13%, 14% or 15% **HST** (depending on the province), or 0% (zero-rated goods and services). This does **not** include those that are exempt.

#### **Goods and services taxable at 5%, 13%, 14% or 15%**

If you are a GST/HST registrant and you provide goods and services that are taxable at 5%, 13%, 14% or 15%, you have to charge GST/HST to your clients. You can also claim **input tax credits** to recover the GST/HST you pay or owe on goods and services you consume, use, or supply in your commercial activities.

Examples of goods and services taxable at 5%, 13%, 14% or 15% include:

- commercial rent;
- sales and leases of automobiles;
- gasoline;
- clothing and footwear;
- legal and accounting fees;
- hotel accommodation; and
- advertising.

#### **Zero-rated (0%) goods and services**

If you are a GST/HST registrant and you provide zero-rated goods and services, you do not charge the GST/HST to your clients but you can claim input tax credits.

Zero-rated goods and services include:

- basic groceries such as milk, bread, and vegetables;
- certain prescription drugs and medical devices;
- most farm products and livestock;
- most fishery products; and
- exports (most goods and services taxable at 5%, 13%, 14% or 15% in Canada are zero-rated when exported).

### **Exempt goods and services**

When you provide exempt goods and services, you do not charge the GST/HST to your clients and you **cannot** claim input tax credits. In general, when you provide only exempt goods and services, you cannot register for the GST/HST.

Examples of exempt goods and services include:

- long-term residential rents of one month or more, and residential condominium fees;
- day-care services provided mainly to children 14 years old and younger;
- most medical and dental services;
- most financial services; and
- legal aid services.

### **Do you have to register for the GST/HST?**

You **must** register for the GST/HST if you are in one of the following situations:

- You are an operator of a taxi or limousine service or you are a self-employed independent taxi or limousine driver (regardless of your revenues).
- You make taxable supplies in Canada in the course of a commercial activity in Canada (if you are a non-resident, you must be carrying on business in Canada), and your worldwide revenues (and those of your associates) from **taxable goods and services** were more than \$30,000 in your last four consecutive calendar quarters or in **any** calendar quarter. If you are a public service body (charity, non-profit organization, municipality, public college, university, school authority, or hospital authority), this limit is \$50,000. Special rules for charities and public institutions are explained on page 15. For more information on how to calculate the \$30,000 or \$50,000 limit, see the "Small supplier calculation" on page 13.
- You are a non-resident who enters Canada to charge admission directly (the admissions are not made by a resident promoter or ticket agent) to audiences at activities or events in Canada. This rule does not apply to a non-resident sponsor who supplies admissions to a foreign convention in which at least 75% of the attendees are non-residents of Canada.
- You solicit orders in Canada for prescribed goods to be sent by mail or courier to a recipient at an address in Canada, and your worldwide taxable sales (and those of your associates) were more than \$30,000 over the last four consecutive calendar quarters or in **any** calendar quarter (\$50,000 if you are a public service body). Prescribed goods include printed materials such as books, newspapers, periodicals, and magazines, and audio recordings that relate to these publications and that accompany the publications when they are sent to Canada.
- You are a selected listed financial institution (SLFI) that is making a reporting entity, consolidated filing or tax adjustment transfer election. For more

information see GST/HST Notice 265, *GST/HST Registration for Listed Financial Institutions (Including Selected Listed Financial Institutions)*.

Generally, you do not have to register for GST/HST if:

- you are a small supplier, (generally you are a small supplier if your worldwide revenues, including those of your associates, from taxable sales are \$30,000 or less (\$50,000 or less for public service bodies);
- your only commercial activity is the sale of real property other than in the course of a business; or
- you are a non-resident person who does not carry on any business in Canada.

For more information, see Guide RC4022, *General Information for GST/HST Registrants*.

### Voluntary registration

If you are not required to register for GST/HST purposes, you can register voluntarily, if you make taxable sales of goods and services. You may want to do so for the following reasons:

- You want to claim input tax credits to recover the GST/HST you pay or owe on your business purchases.
- You are starting your business activities and you want to register before your total worldwide revenues of taxable goods and services exceed \$30,000 or \$50,000 for a public service body.
- Your clients only do business with registered businesses.

If you decide to register voluntarily, you have to charge, collect, and remit the GST/HST on your sales of goods and services that are taxable at 5%, 13%, 14% or 15%. The rates you apply depend on two things: first, your fiscal period start and end dates; second, the province or provinces in which you do business. You will also have to file GST/HST returns regularly. For more information on rates, see “GST/HST rates and exemptions” on page 11.

#### Note

If you decide to register voluntarily, you have to stay registered for at least one year before you can cancel your registration (unless you decide to close your business or you stop your commercial activities).

### Small supplier calculation

In your calculation to determine if you are a small supplier, you have to include your worldwide revenues from your sales of goods and services that are taxable at 5%, 13%, 14% 15% and 0% (zero-rated). You also have to include such revenues of all your associates. You have to exclude financial services, goodwill, and sales of capital property. The following examples explain how to calculate the limit to determine if you are a small supplier.

### Example 1

You started your business in January 2013 and made the following taxable sales throughout that year:

First quarter (January to March)	\$ 2,000
Second quarter (April to June)	\$10,000
Third quarter (July to September)	\$12,000
Fourth quarter (October to December)	\$ <u>5,000</u>
<b>Total</b>	<b><u>\$29,000</u></b>

Because you did not exceed the \$30,000 limit in the four consecutive calendar quarters or any calendar quarter, you are considered a small supplier throughout 2013, the first quarter of 2014, and the month of April 2014. At the end of every quarter, you have to make the same calculation to determine if you are still a small supplier.

### Example 2

This example shows what happens when you exceed the \$30,000 limit over four consecutive calendar quarters:

First quarter (April 2013 to June 2013)	\$ 2,000
Second quarter (July 2013 to September 2013)	\$10,000
Third quarter (October 2013 to December 2013)	\$12,000
Fourth quarter (January 2014 to March 2014)	\$ <u>8,000</u>
<b>Total</b>	<b><u>\$32,000</u></b>

Because you exceeded the \$30,000 limit over the last four consecutive calendar quarters, but not in one calendar quarter, you stop being a small supplier at the end of the following month. You will be a small supplier until April 30, 2014. Any taxable sale you make on or after May 1, 2014, is subject to the GST/HST. You have until June 1, 2014, to register.

### Example 3

This example explains what happens if you exceed the \$30,000 limit in a single calendar quarter:

First quarter (January to March)	\$ 2,000
Second quarter (April to June)	\$10,000
<b>Third quarter (July to September)</b>	<b>\$38,000</b>

Because you had \$38,000 in sales in the third quarter alone, this means that you exceeded the \$30,000 limit in a single calendar quarter. In this case, you stop being a small supplier **just before** the taxable sale that made you exceed the \$30,000 limit. You have to charge the GST/HST on that sale, even if you are not yet registered. You have 30 days after the day you make the sale that made you exceed the small supplier limit to apply for a GST/HST account. In this

particular case, if you made the sale on September 23, you have until October 22 to register.

### Other cases for voluntary registration

You might also be able to register voluntarily if you are in one of the following situations:

- You are a non-resident who carries on business outside Canada and you regularly solicit orders for goods to be delivered in or exported to Canada.
- You are a non-resident, in the ordinary course of carrying on business outside Canada, enters into an agreement to perform services in Canada, or to supply intangible personal property to be used in Canada or that relates to:
  - real property situated in Canada;
  - goods situated in Canada; or
  - services to be performed in Canada.
- You are a listed financial institution and you are a resident of Canada.
- You are a corporation resident in Canada, and you:
  - own shares or hold debts of a related corporation; or
  - are acquiring or are proposing to acquire at least 90% of the issued and outstanding shares of another corporation, having full voting rights under all circumstances.

#### Note

In either scenario, 90% or more of the property of the other corporation for the purposes of section 186 of the *Excise Tax Act* must have been acquired or imported by that corporation for consumption, use or supply exclusively in its commercial activities.

- You are a corporation resident in Canada that satisfies the definition of “temporary member” in subsection 156(1) of the *Excise Tax Act* for the purposes of the election for nil consideration, except that you are not a registrant.

### Special rules for charities and public institutions

A charity is a registered charity or a registered Canadian amateur athletic association under the *Income Tax Act*. A public institution is a registered charity that is also a school authority, public college, university, hospital authority, or local authority determined to be a municipality. Charities and public institutions may qualify as small suppliers if they meet either of the following tests:

- the \$50,000 taxable supplies test; or
- the \$250,000 gross revenue test.

For more information on these two tests, see Guide RC4082, *GST/HST Information for Charities*.

### Non-resident security

In general, non-residents who do not have a permanent establishment in Canada and who register for the GST/HST have to provide security. For more information on security, see Guide RC4027, *Doing Business in Canada – GST/HST Information for Non-Residents*.

## Part B – Registering for a GST/HST account

If, after completing Part A5, you determine that you have to register for the GST/HST or if you want to register voluntarily, fill in Part B of the form.

#### Note

More information must be provided if the effective date of registration for GST/HST purposes indicated below is more than 30 days before the date of application for registration. Usually, you must provide:

- sale invoices or other documents proving that the business began charging the GST/HST on the effective date entered on this form if you are voluntarily registering for the GST/HST; or
- a document (a balance sheet, financial statement or information slip) proving that the business is required to register for GST/HST because its taxable sales, including zero-rated sales, exceeded \$30,000 (or \$50,000 for a public service body) over the last four calendar quarters or in a single calendar quarter.

### Part B2 – Filing information

In the first section of Part B2, enter the amount of your total sales in Canada of taxable goods and services in your previous fiscal year, including those of your associates. Do not include zero-rated exports and financial services, taxable sales of capital real property, or goodwill. If you don't have any sales, enter \$0. If you need help to determine if you are associated to another person, call 1-800-959-5525.

Enter the amount of your worldwide sales of **taxable goods and services** in your last four consecutive calendar quarters or if such sales exceed \$30,000 (or \$50,000 for a public service body) in a single calendar quarter, enter that amount for the single calendar quarter in the second section. Your worldwide sales determine whether you have to be registered, while the amount of your sales in Canada will determine your reporting periods and how frequently you have to file.

Enter your fiscal year-end in the third section of Part B2.

- For a **sole proprietorship** or a **partnership**, a fiscal year for GST/HST purposes generally ends on December 31 unless the business elects to use a different date during the calendar year.

- For a **corporation**, the fiscal year for GST/HST purposes is the corporation's tax year. If a corporation has a non-calendar tax year, it can elect to use a calendar year as its GST/HST fiscal year. If the corporation's tax year-end has not been determined, we will enter December 31.
- For an **SLFI** that is an investment plan or a segregated fund of an insurer, the fiscal year for GST/HST purposes generally ends on December 31.

To change the fiscal year-end of your business for GST/HST purposes, answer **yes** to the question in the fourth section of Part B2 and enter the new fiscal year-end date you would like to use.

After you open your GST/HST account, you can change your GST/HST fiscal year-end by filing Form GST70, *Election or Revocation of an Election to Change a GST/HST Fiscal Year* or by using the "File an election" online service at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount). An authorized representative can access the online service at [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives).

Enter the **effective date of registration** in the last section of Part B2. The **effective date of registration for the GST/HST** is important because it helps set up your reporting requirements, and it establishes the date that you become both liable to collect the GST/HST and eligible to claim input tax credits.

If you register on a voluntary basis, you can leave this section blank and the effective date of registration will be the date the application is received by the CRA. However, the CRA will accept an earlier effective date, as long as the date is within 30 days of the date when the registration was made, regardless of the method of registration (online, telephone, or paper). You can also choose a later date (for example, if you have not yet set up your business).

If you have to register for the GST/HST, your effective date is determined as follows:

1. If, during the four most recent consecutive calendar quarters, your GST/HST taxable sales are more than \$30,000 (\$50,000 if you are a public service body), your effective date is the date you make your first taxable sale in Canada after the month following the calendar quarter in which your sales were more than \$30,000 (or \$50,000).

#### Example

Suppose your sales for the four consecutive calendar quarters ending on December 31, 2013, were more than \$30,000 on December 10, 2013. You then make taxable sales (in Canada) on January 15, 2014, and February 10, 2014. Your effective date of registration would be February 10, 2014.

2. If, in any quarter, your GST/HST taxable sales are more than \$30,000 (or \$50,000 if you are a public service body), either as a result of one sale or cumulative sales in the same calendar quarter, the effective date is the date the transaction occurred that made your sales more than \$30,000 (or \$50,000).

#### Example

If your sales were more than \$30,000 in a quarter, and you made the sale that put you over \$30,000 on November 10, 2013, your effective date of registration would be November 10, 2013, and the sale that put you over the limit would be taxable.

Depending on your situation, you may have to register for the GST/HST regardless of your GST/HST taxable sales. If you are an operator of a taxi or limousine service, the effective date is the date you began to operate the service. For non-residents who charge admission directly to audiences, the effective date is the first date an admission is charged. For an SLFI that is making a reporting entity, consolidated filing or tax adjustment transfer election, the effective date of registration is the first day one of these elections is in effect.

#### Part B3 – Reporting period

We will assign you a reporting period based on your total annual GST/HST taxable sales in Canada (including those of your associates) for the **preceding year**. This amount determines how often you will have to file your GST/HST returns. In this calculation, include your total taxable sales of goods and services made in Canada, including those of your associates. Do not include zero-rated exports and financial services, taxable sales of capital real property, or goodwill.

The following chart shows the assigned reporting periods based on your revenues and the options available. If you want to change your assigned period, fill in the "Options" section in Part B3, or call 1-800-959-5525.

Assigned reporting periods and options available		
Total annual GST/HST taxable sales in Canada (including those of your associates)	Reporting period assigned to you, unless you choose to change it (see next column)	Reporting period options
More than \$6,000,000	Monthly	No option
More than \$1,500,000 up to \$6,000,000	Quarterly	Monthly
\$1,500,000 or less	Annual	Monthly <b>or</b> quarterly
Charities	Annual	Monthly <b>or</b> quarterly
Listed financial institutions	Annual	Monthly <b>or</b> quarterly

We assign an annual reporting period to most listed financial institutions and to charities, regardless of their revenues.

#### Part B4 – Direct deposit information

To use this option, fill in Form RC366, *Direct Deposit Request for Businesses*. You can view your direct deposit information and online transactions

at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount). For more information, go to [www.cra.gc.ca/directdeposit](http://www.cra.gc.ca/directdeposit) or “Direct deposit” on page 26.

## Part C – Registering for a payroll account

Most employers, trustees, and administrators need a payroll account.

### Employers

You are an employer if you:

- pay a salary, wages (including advances), bonuses, vacation pay, or tips to your employees; or
- provide a benefit, such as board and lodging, to your employees.

Usually, a person who performs services for you is your employee (engaged under a contract of service). Generally, an employer-employee relationship exists if you have the right to control and direct the person or people who perform the services for you. If you are not sure whether someone is your employee, see Guide RC4110, *Employee or Self-Employed?* or call 1-800-959-5525.

### Persons paying for services performed in Canada

If you are paying amounts to a non-resident for services performed in Canada of an independent nature, you need a payroll account to deduct and remit withholding taxes as well as report the payment.

### Trustees and administrators

If you are a trustee or an administrator (for example, of a registered retirement savings plan or a registered retirement income fund), you need a payroll account to deduct and remit income tax. This applies if you:

- administer, manage, distribute, wind up, control, or otherwise deal with the property, business, estate, or income of another person; and
- authorize or cause a payment to be made for that other person who performs a function similar to the one a trustee performs.

A trustee includes a liquidator, receiver, receiver-manager, trustee in bankruptcy, assignee, executor, administrator, sequestrator, or any other person who performs a function similar to that of a trustee.

As soon as you become an employer, trustee, or administrator, you need a payroll account. You will have to open the account before the first remittance date, which falls on the 15th day of the month after the month in which you become an employer, trustee, or administrator.

Direct deposit is now available for payroll accounts. To use this option, fill in Form RC366, *Direct Deposit Request for Businesses*. For more information on direct deposit, go to [www.cra.gc.ca/directdeposit](http://www.cra.gc.ca/directdeposit).

## Part D – Registering for an import-export account

If your business will be importing commercial shipments from a foreign country, or exporting commercial goods to other countries, you must register for an import-export account. We will use the import-export account number to process customs documents. To avoid delays in releasing your goods at the border, open your account **before** you import or export goods.

When you fill in Part D of the Form RC1, *Request for a Business Number*, include all business names that may appear on customs release forms and documents such as commercial invoices. These names could be the legal entity or common trading name. If the name on the customs release document is different from the names that appear in your BN account, your goods may be held up at the border. Fill in a separate form for each branch or division of your corporation that requires an import-export account for commercial purposes.

When two or more corporations amalgamate to create a new corporation, a new BN may be issued to the new corporation. Any import-export accounts you had for the amalgamated corporations will be closed at once. Certain privileges such as the Frequent Import Release System (FIRST) and the Pre-Arrival Release System (PARS) linked to your previous BN may need to be reviewed.

## Part E – Registering for a corporation income tax account

Fill in Part E of the form if you register your corporation in a province or territory that is not a partner with the CRA (namely: Alberta, Prince Edward Island, Newfoundland and Labrador, Quebec, Northwest Territories, Nunavut, and Yukon). You will automatically receive a BN and a corporation program account if you incorporate federally or provincially through the CRA partnering provinces (namely: British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, and Saskatchewan).

When you register for a corporation income tax account, you must provide a copy of the certificate of incorporation or amalgamation or fill in Part E2 and provide your certificate number, date of incorporation or date of amalgamation. You must also provide your jurisdiction (federal, provincial, or foreign) in Part E3. If you need your BN **before** you receive confirmation that we have opened your corporation income tax account, call 1-800-959-5525.

### Note

If you are a non-resident corporation that has incorporated outside of Canada, you **must** provide us with a copy of your certificate of incorporation or amalgamation before we can assign you a BN. You must also provide us with documentation regarding any amendments that may have taken place.

## After you register

If you register by mail, the CRA will send you a letter confirming your BN, the program accounts you registered, and a summary of the information you provided. If you register by telephone or online you will be provided with your BN, and the registered program accounts. If you require a summary of accounts, contact us at 1-800-959-5525 or you may view your business account information online at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount). We may contact you to confirm the information you provided or to ask you to provide more information. Having complete and valid information on file for your business allows us to serve you better.

### GST/HST

If you need more information about your new GST/HST account, you can get Guide RC4022, *General Information for GST/HST Registrants*, at [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub). This guide explains how the GST/HST works.

### Payroll

If you need more information about your new payroll account, you can get Guide T4001, *Employers' Guide – Payroll Deductions and Remittances*, at [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms). This guide contains details about income tax deductions, Canada Pension Plan contributions, Quebec Pension Plan contributions, and employment insurance premiums that employers, trustees, and administrators have to deduct and remit.

We encourage you to use the Payroll Deductions Online Calculator (PDOC) at [www.cra.gc.ca/pdoc](http://www.cra.gc.ca/pdoc), or the electronic versions of the following publications:

- Publication T4008, *Payroll Deductions Supplementary Tables*;
- Publication T4032, *Payroll Deductions Tables*.

We have to receive the amounts you have deducted on or before the 15th day of the month after the month that you, the employer, trustee, or administrator, paid the remuneration. If the due date falls on a Saturday, Sunday, or holiday, the remittance is due on the next working day. The exception to this rule is for large employers, who have to remit more often. The rules for all employers are explained in Guide T4001.

### Note

If you open a payroll account and are then delayed in hiring your employees, you should notify us. Otherwise, you will receive a notice asking for your first payment. You may provide a nil remittance online at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount). For more information about this service, see “Handling business taxes online” on page 24.

### Import-export

If you need more information on importing and exporting, see the Exporters page on the Canada Border Services Agency website at [www.cbsa-asfc.gc.ca/export/menu-eng.html](http://www.cbsa-asfc.gc.ca/export/menu-eng.html).

### Corporation income tax

If you want to incorporate your business provincially or territorially, you should contact your provincial or territorial incorporating authority. If you want to incorporate federally, contact Corporations Canada; a division of Industry Canada. For more information on Corporations Canada, go to [www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/home](http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/home).

When you incorporate in British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, Saskatchewan, or through Corporations Canada, your business will **automatically** be registered for a BN and a corporate income tax program account.

If your business is federally, provincially, or territorially incorporated, or if you are a non-resident corporation operating in Canada, you have to file Form T2, *Corporation Income Tax Return*. Corporations that we consider to be registered charities are the only exception. You must file the *Corporation Income Tax Return* within six months of the end of each tax year.

The tax year of a corporation is its fiscal period. Generally, corporations have to pay their taxes in monthly instalment payments or quarterly instalment payments. If you need help calculating your tax instalments, go to [www.cra.gc.ca/t2return](http://www.cra.gc.ca/t2return).

For more information, see Guide T4012, *T2 Corporation – Income Tax Guide* and Guide T7B – CORP, *Corporation Instalment Guide*.

### Accessing your BN program account information online

You can access your business number program account information online through “My Business Account,” and use our wide range of services.

All owners who provide their social insurance number are eligible to register for “My Business Account” and take advantage of the services. For more information about the growing list of services available in “My Business Account,” go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount) and select the “What can I do on My Business Account?” option from the “Topics for My Business Account” menu.

Authorized employees and representatives can access most of these services by registering with “Represent a Client” at [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives). For a complete list of services and their options, select either the “List of services for representatives of **individuals**” or the “List of services for representatives of **businesses**” from the “Topics for Represent a Client” menu on the “Represent a Client” webpage.

## Authorizing your representatives (including your employees)

If you want others to have **online access** to tax-related information and services related to your business accounts, they must first register with “Represent a Client” and then give you their representative identifier (RepID), group identifier (GroupID) or BN. With this information, you can authorize a representative by using either the “Authorize or manage representatives” **online** service in “My Business Account,” or you can fill in Form RC59, *Business Consent*, and send it to us. In both cases you may assign levels of access to your tax-related business information. Based on the assigned level, your representative will have access to your information by telephone and in writing and may have access online. For more information, go to [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives) and select “List of services for representatives of **businesses**.”

## Changing owners, partners, directors, and officers of a non-profit organization

Whenever one of the owners or directors of your business changes, it is important that you let the CRA know. You can send a copy of official documentation showing the change of owners or directors either by fax or by mail to your tax centre. If we need more information before updating our system, we will contact you.

Depending on the structure of your business, a change of owner or partner could require a legal name change or the registration of a new BN and new CRA program accounts.

All owners, partners, directors, and officers of a non-profit organization who provide their social insurance number are eligible to register and take advantage of the online services in “My Business Account” at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

## Online services

### My Account

Using the CRA’s “My Account” service is a fast, easy, and secure way to access and manage your tax and benefit information online, seven days a week.

You can use either your CRA user ID and password, or the same sign-in information you use for other online services (for example, online banking) to log in to “My Account.”

For more information, go to [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount).

### Handling business taxes online

Save time using the CRA’s online services for businesses. You can do many things online, including:

- authorize a representative for online access to your business accounts;
- authorize the CRA to send you an email to let you know that your notice of assessment is available online, instead of getting it in the mail;
- change mailing and physical addresses, as well as the address where you keep your books and records;
- adjust a GST/HST return;
- request additional remittance vouchers;
- transfer payments and immediately view updated balances, without having to calculate interest;
- stop or restart the mailing of the GST/HST return for registrants package;
- submit account-related enquiries and get the responses online within 10 business days;
- view mail (for example, a notice of assessment);
- view the account balance and instalment balance, including the corresponding transactions (for example, payments); and
- view answers to common enquiries using the “Enquiries service.”

To register or log in to our online services, go to:

- [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount), if you are a business owner; or
- [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives), if you are an authorized representative or employee.

For more information, go to [www.cra.gc.ca/businessonline](http://www.cra.gc.ca/businessonline).

## Authorizing online access for employees and representatives

You can authorize your employees and representatives to have online access to your business accounts. First, they have to register at [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives) and give you their representative identifier (RepID) or their business number.

Then, to give them online access to your business accounts, you can:

- use the “Authorize or manage representatives” service at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount), which may give instant access; or
- fill out Form RC59, *Business Consent*, and send it to us.

You can do **one authorization** for a group of employees. For more information, go to [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives).

## Receive your CRA mail online

You can choose to receive some of your CRA mail online.

When you register for this service, we will no longer mail you some correspondence items. Instead, we will send you an email to notify you when there is new mail in your secure online account.

To register, select the “Manage online mail” service and the accounts for which you would like to receive online mail.

Using our online mail service is faster and easier than managing paper correspondence.

## Electronic payments

Make your payment online using your financial institution’s telephone or Internet banking services, or the CRA’s “My Payment” service at [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment). For more information on electronic payments and other payment methods, go to [www.cra.gc.ca/payments](http://www.cra.gc.ca/payments) or contact your financial institution.

## For more information

### What if you need help?

If you need more information after reading this publication, visit [www.cra.gc.ca](http://www.cra.gc.ca) or call 1-800-959-5525.

### Direct deposit

The Government of Canada is switching to direct deposit for payments it issues.

Direct deposit is a faster, more convenient, reliable, and secure way to get your refunds and rebates deposited directly into your account at a financial institution in Canada.

You can choose to have all amounts deposited into one account or to have refunds and rebates from different programs deposited into different accounts.

To start direct deposit or to change the banking information you have already given us, complete Form RC366, *Direct Deposit Request for Businesses*, and send it to your tax centre.

You can view your direct deposit information and online transactions at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

For more information, go to [www.cra.gc.ca/directdeposit](http://www.cra.gc.ca/directdeposit).

### Forms and publications

To get our forms and publications, go to [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or call 1-800-959-5525.

### Electronic mailing lists

We can notify you by email when new information on a subject of interest to you is available on our website. To subscribe to our electronic mailing lists, go to [www.cra.gc.ca/lists](http://www.cra.gc.ca/lists).

### Tax Information Phone Service (TIPS)

For personal and general tax information by telephone, use our automated service, TIPS, by calling 1-800-267-6999.

### Teletypewriter (TTY) users

TTY users can call 1-800-665-0354 for bilingual assistance during regular business hours.

## **Our service complaint process**

If you are not satisfied with the **service** that you have received, contact the CRA employee you have been dealing with or call the telephone number that you were given. If you are not pleased with the way your concerns are addressed, you can ask to discuss the matter with the employee's supervisor.

If the matter is not settled, you can then file a service complaint by completing Form RC193, *Service-Related Complaint*. If you are still not satisfied, you can file a complaint with the Office of the Taxpayers' Ombudsman.

For more information, go to [www.cra.gc.ca/complaints](http://www.cra.gc.ca/complaints) or see Booklet RC4420, *Information on CRA – Service Complaints*.

## **Reprisal complaint**

If you believe that you have been subject to reprisal, complete one of the following forms depending on the date. Before January 5, 2015, complete Form RC193, *Service-Related Complaint*. As of January 5, 2015, complete Form RC459, *Reprisal Complaint*. For more information about reprisal complaints, go to [www.cra.gc.ca/reprisalcomplaints](http://www.cra.gc.ca/reprisalcomplaints).

## **Tax information videos**

We have a number of tax information videos for small businesses on topics such as business income and expenses, GST/HST, and payroll. To watch our videos, go to [www.cra.gc.ca/videogallery](http://www.cra.gc.ca/videogallery).

## **Your opinion counts**

If you have comments or suggestions that could help us improve our publications, send them to:

**Taxpayer Services Directorate  
Canada Revenue Agency  
395 Terminal Avenue  
Ottawa ON K1A 0L5**