



## Request to Close Business Number Program Accounts for Certain Selected Listed Financial Institutions

You can close your CRA program accounts online using My Business Account at [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account). A representative, authorized to act on your behalf, may close program accounts using Represent a Client at [canada.ca/taxes-representatives](https://canada.ca/taxes-representatives).

Use this form if you want to close or cancel one or more of your business number (BN) program accounts. If you have other CRA program accounts you wish to close or cancel, go to [canada.ca/business-number](https://canada.ca/business-number), click on "Changes to your business and tax accounts", then click on "Closing CRA program accounts".

**Only** use this form **if all** of the following apply:

- you are a selected listed financial institution (SLFI) for goods and services tax/harmonized sales tax (GST/HST) purposes, or Quebec sales tax (QST) purposes, or both
- you have an RT program account that includes QST information

Otherwise, use form RC145, Request to Close Business Number Program Accounts. For more information, including the definition of an SLFI for GST/HST and QST purposes, go to [canada.ca/gst-hst-financial-institutions](https://canada.ca/gst-hst-financial-institutions).

<b>Part A – Business information</b>		
Business name (Legal name)		Business number
Mailing address		
City	Province/Territory	Postal code

<b>Part B – Cancel RT program account for GST/HST and QST or cancel registration for QST purposes only</b>	
Tick one or more boxes or fill in the account number to show which program accounts to cancel: <input type="checkbox"/> All RT program accounts <input type="checkbox"/> RT0001 <input type="checkbox"/> RT0002 Or enter your RT account number <input type="text"/>	
<b>or</b> <input type="checkbox"/> Tick this box to cancel registration for QST purposes but not for GST/HST purposes if: <ul style="list-style-type: none"> <li>• you are an SLFI for GST/HST purposes only</li> <li>• you want to remain registered for GST/HST purposes</li> </ul> <b>Note</b> If you are an SLFI for QST purposes and a GST/HST registrant, you must be registered for QST purposes.	
Provide the reason for cancelling the RT program accounts or your registration for QST purposes.	
Cancellation date (YYYY-MM-DD) <input type="text"/>	
<b>Note</b> If you are cancelling all your RT program accounts and you are a small supplier and not required to be registered for GST/HST purposes: <ul style="list-style-type: none"> <li>• your cancellation date of your GST/HST registration is the day after the last day of a fiscal year</li> <li>• you must have been registered for GST/HST for at least one year</li> <li>• your QST registration will be cancelled on the same date as your GST/HST registration</li> </ul>	
<b>You must send us any returns, remittances, or balances owing up to and including the cancellation date.</b>	

Part B continues on the next page.

## Part B – Cancel RT program account for GST/HST and QST or cancel registration for QST purposes only (continued)

If you are transferring your business assets to another person who is a GST/HST registrant and, if applicable, a QST registrant, you and the other person may be eligible to elect jointly so that the GST/HST and, if applicable, the QST does not apply to the supply of the business or part of the business. For more information, see form RC7244, GST/HST and QST Elections Concerning the Acquisition of a Business or Part of a Business by a Recipient that is a Selected Listed Financial Institution.

If you hold property for consumption, use, or supply in commercial activity when you cease to be a registrant, we consider that you disposed of each property (other than capital property) at its fair market value immediately before that time and that you collected the QST, if applicable, and the GST/HST on that amount. You must remit the QST, if applicable, and the GST/HST on your last GST/HST and QST return.

Specific rules apply to capital property and prepaid expenses. For more information, see GST/HST Memorandum 2.7, Cancellation of Registration, or contact us at **1-855-666-5166**.

## Part C – Close RP program account for payroll deductions

Tick one or more boxes or fill in the account number to show which program accounts to close:

All RP program accounts     RP0001     RP0002    or    enter your RP account number

If the reason you no longer need your RP account is the same as Part B, tick this box.

Otherwise, specify the reason.

Closing date (YYYY-MM-DD)

### Note

You must remit any money deducted or withheld at source within seven days. You must send us the necessary T4 slips and T4 Summary within 30 days of the day your business ends.

## Part D – Close RC program account for corporation income tax

When you close or dissolve your corporation, there are different ways to close your RC corporate income tax program account depending on the incorporating authority.

- If your business was incorporated federally or with a province that uses a federal business number with a Canada Revenue Agency (CRA) program account, and you asked the incorporating authority to close your corporation, the CRA automatically closes your corporate income tax (RC) program when the incorporating authority informs us that your corporation has been closed. You do not need to call or complete this form. For a list of provinces that include a federal business number with the CRA, go to [canada.ca/business-number](http://canada.ca/business-number), and choose "CRA registration and provincial or other federal programs." If you have already received the Articles of Dissolution from your incorporating authority, then your RT, RP and RZ programs will have been automatically closed already.
- If your business was incorporated with a province that is not partnered with the CRA, you **must** send us a copy of the **instrument confirming the dissolution** (for example, the certificate of dissolution or the letters patent of dissolution) **with this form**. Together, they act as your request to close your corporation income tax account.

Do not use this form for a corporation that has **amalgamated** or that plans to amalgamate. If you need information about amalgamating and closing an account, call us at **1-800-959-5525**.

### Note

You must always file a corporation income tax return up to the date of dissolution or closure.

### Part E – Close RZ program account for an information return

Tick one or more boxes or fill in the account number to show which program accounts to close:

All RZ program accounts     RZ0001     RZ0002    or    enter your RZ account number    [ ][ ][ ][ ][ ][ ][ ][ ][ ]

If the reason you no longer need your RZ account is the same as Part B, tick this box.

Otherwise, specify the reason.

Closing date (YYYY-MM-DD)    [ ]

### Part F – Certification

**You must have signing authority** for the business in order to sign this form. Forms that cannot be processed will be returned to the individual or business. We may contact you to confirm the information you have given.

The individual signing this form is (tick one box only):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> an owner                     | <input type="checkbox"/> a partner of a partnership              | <input type="checkbox"/> a corporate director   |
| <input type="checkbox"/> a corporate officer          | <input type="checkbox"/> an officer of a non-profit organization | <input type="checkbox"/> a trustee              |
| <input type="checkbox"/> an authorized representative | <input type="checkbox"/> an individual with delegated authority  | <input type="checkbox"/> a legal representative |

**This form will not be processed** if your name does not match the one in our records. To avoid processing delays, verify that we have complete and valid information on file for you **before** signing this form.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Title \_\_\_\_\_ Telephone number \_\_\_\_\_

By **signing and dating** this form, you authorize the CRA to cancel or close one or more program accounts in Part B, C, D, and E.

I certify that the information given on this form is correct and complete.

Signature ► \_\_\_\_\_ Date (YYYY-MM-DD) [ ]

Once filled in, send this form to the **Prince Edward Island Tax Centre** within **six months** of the date it was signed or it will not be processed. The tax centres are listed at [canada.ca/tax-centres](http://canada.ca/tax-centres).

Personal information is collected under the Income Tax Act, Excise Tax Act, An Act Respecting the Québec Sales Tax, and other legislation to administer tax, benefits, rebates, elections, and related programs. It may also be used for any purpose related to the administration or enforcement of these Acts such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Personal Information Bank CRA PPU 223 on Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).