



BUSINESS NUMBER (BN) – PAYROLL ACCOUNT INFORMATION

Complete this form if you have a business number (BN) and you need a payroll account. Complete a separate form for each additional payroll account. Once completed, please send this form to your tax centre. The tax centres are listed at www.cra.gc.ca/taxcentre and in Pamphlet RC2, The Business Number and Your Canada Revenue Agency Program Accounts. If you need more information, visit www.cra.gc.ca/bn or call 1-800-959-5525.

1 Identification of business (for a corporation, enter the name and address of the head office)

Name, Business Number (BN), Language of preference (English/French), Operating/trade or partnership name, Physical business location, Mailing address, Contact person details (Title, First name, Last name, Work telephone number, Work fax number, Cellular telephone number, Pager number).

2 Major business activity

Clearly describe your major commercial activity. Give as much detail as possible using at least one noun, a verb, and an adjective. Example: Construction – Installing residential hardwood flooring. Specify up to three main products or services that you provide or contract, and the estimated percentage of revenue they each represent.

3 General information

a) What type of payment are you making? b) How often will you pay your employees or payees? c) What is the maximum number of employees you expect to have working for you at any time in the next 12 months? d) When will you make the first payment to your employees or payees? e) Duration of business activity? f) If seasonal, tick month(s) of operation? g) If the business is a corporation, is the corporation a subsidiary or an affiliate of a foreign corporation? h) Are you a franchisee?

Certification

All businesses have to complete and sign this part. You are authorized to sign this form if you are an individual, a partner, an officer of your business or a corporation director.

The person signing this form is the: Owner, Partner, Corporation director, Officer, Authorized representative

I certify that the information given on this form is, to the best of my knowledge, true and complete.

First and last names (print), Telephone number, Signature, Title, Year, Month, Day

Note: After you register your new business number or CRA program account (for example, GST/HST) we may contact you to confirm the information you provided. At that time we may ask you to provide more information. Having complete and valid information on file for your business allows us to serve you better.

