Restore Help

Canada Revenue Agency | Agence du revenu du Canada

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Business Number – Payroll Account Information

Complete this form if you have a business number (BN) and you need to open a payroll program account. Complete a separate form for each additional payroll program account. Once completed, send this form to your tax centre. The tax centres are listed at **www.cra.gc.ca/taxcentre** and in Booklet RC2, *The Business Number and Your Canada Revenue Agency Program Accounts*.
For more information, go to **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 (if different from name above). If you have more than one business or if your business operates under more than one name, enter the names here. If you need more space, include the information on a separate piece of paper.

If you want to use a separate name for your payroll account, enter that name here.

Physical business location	City	
Province/Territory/State	Country	Postal or zip code
Mailing address (if different from the physical business location) for your payroll deductions account purposes. c/o	City	
Province/Territory/State	Country	Postal or zip code

Contact person – Please provide the name of a contact for **registration purposes only** (the contact name provided will not be considered an authorized representative). If you wish to authorize a representative to speak on your behalf about your BN program account(s), complete Form RC59, *Business Consent form*. For more information, see Booklet RC2, *The Business Number and Your Canada Revenue Agency Program Accounts*.

Title	**First name**	**Last name**

Work telephone number: Ext. Work fax number:
Cellular telephone number: Pager number:

2 Major business activity

Clearly describe your major business 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 and the estimated percentage of revenue they each represent.

_____ _____ %
_____ _____ %
_____ _____ %

3 General information

a) What type of payment are you making?

☐ Payroll ☐ Registered retirement savings plan
☐ Registered retirement income fund ☐ Other (specify) _____

b) How often will you pay your employees or payees? Please tick the pay period(s) that apply.

☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly
☐ Monthly ☐ Annually ☐ Other (specify) _____

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? Year Month Day

e) Duration of business activity: ☐ Year-round ☐ Seasonal

If **seasonal**, tick the months(s) of operation:

J	F	M	A	M	J	J	A	S	O	N	D

f) If the business is a corporation, is it a subsidiary or an affiliate of a foreign corporation? ☐ Yes ☐ No

If **yes**, enter the country: _____

g) Are you a franchisee? ☐ Yes ☐ No If **yes**, enter the name and country of the franchisor: _____

4 Direct deposit

To use this option complete Form RC366, *Direct Deposit Request – GST/HST, Payroll and/or Corporation Income Tax*

Certification – All businesses **must** complete and sign this part. You are authorized to sign this form **only** if you are an owner, a partner, an officer of the business, a corporation director, or an authorized representative.

The person signing this form is the: ☐ Owner ☐ Partner ☐ Officer ☐ Corporation director ☐ 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) Title

Signature Telephone number Ext. Date (Y Y Y Y M M D D)

Note: After you register your CRA program account 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.

Privacy Act personal information bank number CRA PPU 005 and CRA PPU 223

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