



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	<table border="1" style="width:100%; height:20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table> Business Number (BN)												Language of preference <input type="checkbox"/> English <input type="checkbox"/> 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		Postal or zip code											
Mailing address (if different from the physical business location) for your payroll deductions account purposes Care of:		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, <i>Business Consent form</i> . For more information, see Pamphlet RC2, <i>The Business Number and Your Canada Revenue Agency Program Accounts</i> .													
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? Payroll Registered retirement savings plan
 Registered retirement income fund Other (specify) _____

b) How often will you pay your employees or payees? Daily Weekly Bi-weekly Semi-monthly
Please tick the pay period(s) that apply. 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

f) If **seasonal**, tick month(s) of operation:

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

g) If the business is a corporation, is the corporation a subsidiary or an affiliate of a foreign corporation? Yes No If **yes**, enter country: _____

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

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)	Signature
Telephone number	Title

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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.

