



BUSINESS NUMBER (BN) – PAYROLL DEDUCTIONS ACCOUNT

Complete this form if you have a Business Number (BN) and you need a payroll deductions account. Complete a separate form for each additional payroll deductions account. If you need more information, see the pamphlet called *The Business Number and Your Canada Customs and Revenue Agency Accounts*. If you have questions, including where to send this form, call us at 1-800-959-5525.

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

Name (For individuals and partnerships, enter first and last names.)		Enter your Business Number (BN) here.		Language <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
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Operating, trading, 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 name(s) 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 deductions account, enter that name here.

Business address – must be a physical address, not a post office box.

Postal or zip code

Mailing address (if different from business address)	c/o				Postal or zip code
	Address				

Contact person – Complete this part to identify an employee of your business as your contact person in all matters pertaining to your account. To authorize an employee who does not work for your business, complete Form RC59, *Business Consent Form*. See our pamphlet for more information.

First name	Last name	Title	Telephone number	Fax number

Do you want us to send you the New Employers Kit, which includes *Payroll Deductions Tables* and information? Yes No

2 Major commercial activity

Clearly describe your major business activity. Give as much detail as possible in the space provided.

Specify up to three main products that you mine, manufacture, or sell, or services you provide or contract. Also, estimate the percentage of revenue that each product or service represents.

	%
	%
	%

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 check the pay period(s) that apply.
 Daily Weekly Bi-weekly Semi-monthly Monthly Annually Other (specify) _____
- c) Will you design your own computer program for payroll purposes? Yes No If yes, do you need our payroll formulas? Yes No
- d) Do you want to receive the *Payroll Deductions Tables*? Yes No
If yes, please select one of the following. Paper Diskette
- e) Do you use a payroll service? Yes No If yes, which one? (enter name) _____
- f) What is the maximum number of employees you expect to have working for you at any time within the next 12 months? _____
- g) When will you make the first payment to your employees or payees? _____
Year Month Day
- h) Duration of business operation Year-round Seasonal
If seasonal, check months

J	F	M	A	M	J	J	A	S	O	N	D
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- i) If the business is a corporation, is the corporation a subsidiary or an affiliate of a foreign corporation? Yes No If yes, enter country: _____
- j) 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 can sign this form if you are a sole proprietor, a partner, a corporate director, or an officer or authorized employee of the company. You can also sign it if the Canada Customs and Revenue Agency has on file a Form RC59, *Business Consent Form*, authorizing you as the company's representative.

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

Name (print)

Signature

Title

Year Month Day