



### 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.

<b>1 Identification of business</b> (For a corporation, enter the name and address of the head office.)				
Name (For individuals and partnerships, enter first and last names.)		<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>	Language <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>		Enter your Business Number (BN) here.		
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.				
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				
If you want to use a separate name for your payroll deductions account, enter that name here.				
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				
Business address – must be a physical address, not a post office box.				Postal or zip code
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>
Mailing address (if different from business address)	c/o			
	<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>			
	Address			
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				Postal or zip code
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>
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, <i>Business Consent Form</i> . See our pamphlet for more information.				
First name	Last name	Title	Telephone number	Fax number
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>
Do you want us to send you the New Employers Kit, which includes <i>Payroll Deductions Tables</i> and information?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
<b>2 Major commercial activity</b>				
Clearly describe your major business activity. Give as much detail as possible in the space provided.				
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				
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.				
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				%
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				%
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ccc;"></div>				%

**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