



BUSINESS NUMBER INFORMATION

A business number is a nine-digit number assigned to a business, incorporated company or society by the Canada Revenue Agency (CRA). The number identifies the business, organization, or individual employer when interacting with federal, provincial and local government programs.

Getting a Business Number

If you are a **Microboard**, BC Registries and Online Services automatically requests a business number from CRA as part of the Microboard's registration process. The Registry will then notify the Microboard of their number.

If an email address is provided to BC Registry Services, you can receive your business number within two days. If only a regular mailing address is provided, you should receive your business number within ten days.

You will receive a confirmation package from the CRA, which will request more information. Complete the form, request a Payroll Program Account, and mail this back to finish your registration.

If you are an **IF Agent**, you must request a business number. There are a few ways to do this:

- Business Registration Online - This is the best option for simple registrations and can be done here: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/bro-register.html>
- By mail or by fax - You will need to print and complete a *Form RC1, Request for a business number and certain program accounts*. Once you have completed the form, mail or fax it to your nearest tax service office or tax center. You can find the form here: <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/rc1.html>
- By phone - To get a business number and register for CRA program accounts by phone, call the business enquiries line at 1-800-959-5525. Before calling, be ready to answer all the questions in Part A of *Form RC1, Request for a business number and certain program accounts* and any other questions in the form about the CRA program accounts you want to open.

For detailed instructions, please ask your Vela facilitator for more information.