

Information Sheet

Taxation

Canada Revenue Agency is the office responsible for taxation issues for individuals and businesses.

Canada Revenue Agency issues a Business Number (BN) which is a reference numbering system covering four business accounts:

Business Accounts	Description
HST (Harmonized Sales Tax)	Businesses with annual sales of \$30,000 or more are required to charge the 13% HST and remit it to the Canada Revenue Agency. There is no charge for this application. If a business does not register for an HST number, they do not charge their clients tax.
Importer/Exporter Account	Canadian individuals, Businesses, Non-Residents or Foreign based importers are required to obtain this number.
Corporate Income Tax	When you incorporate with the province of Ontario you will automatically be registered for a business number (BN) and a corporation income tax program account. You should receive your BN number with a summer of program accounts within 45 days of incorporation.
Payroll Deductions	Employers Kits are available from Canada Revenue Agency by calling 1-800-959-2221 which include payroll deductions. Deductions include Canada Pension Plan (CPP), Unemployment Insurance Contributions (UIC) and Employee Income Tax Deductions.

Canada Revenue Agency Contact Information:

Locations	Website	Tel.
Toronto North: 5001 Yonge St.	www.cra.gc.ca	1-800-959-5525
Toronto Central: 1 Front St. W., 1st Fl.		
Mississauga: 5800 Hurontario St.		

Canada Revenue Agency also has other useful information on their website that includes: individual and business taxation; taxable benefits and allowances; business and professional income; HST registration; payroll, etc.

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Toronto City Hall
100 Queen St. West, Main Floor
416-392-6646

North York Civic Centre
5100 Yonge St., Main Floor
416-395-7434

Scarborough Civic Centre
150 Borough Drive, Main Floor
416-396-7169

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