

# Small Business Information Package

**For more Information contact:**

**Lanark-North Leeds Enterprise Centre**

**613-283-7002 ext. 108/109**

**[cjames@LNLEC.ca](mailto:cjames@LNLEC.ca) or [smallbusiness@LNLEC.ca](mailto:smallbusiness@LNLEC.ca)  
[www.LNLECEnterprisecentre.ca](http://www.LNLECEnterprisecentre.ca) or [www.LNLEC.ca](http://www.LNLEC.ca)**

**or**

**Lanark-North Leeds Service Ontario**

**613-283-7002 ext. 101**

# Lanark-North Leeds Enterprise Centre

## FREE CONFIDENTIAL BUSINESS INFORMATION

The Lanark-North Leeds Enterprise Centre offers free information and advisory services for anyone interested in starting their own small business and for existing small business operators. The office offers a comprehensive walk-in resource centre with business literature and advisory materials. We have a computer/Internet access available for business purposes. A business advisor is available by appointment to provide free, one-on-one sessions.

### Walk-in Resource Centre

The resource centre is a walk-in service that clients can access. It contains materials that cover all aspects of business start-up/existing, rules and regulations and sources of financing at all levels of government.

- **Government Regulations**  
Info on registering your business name, HST and other info
- **Financing**  
Information on loan programs and financing options
- **Association, Clubs & Organizations**  
Directories, almanacs, sourcebooks and trade associations
- **Suppliers, Manufacturers, Distributor's**  
Directories to help locate a variety of suppliers & wholesalers.
- **Employee Information**  
A variety of info on hiring employees is available: CRA information, Employment Standards Act, EHT, WSIB, CPP, and info on hiring employees
- **Franchising**  
Directories with info on franchise legislation, franchise ideas, and franchise names
- **Demographics & Statistics**  
Statistical and demographical information is available for market research
- **Export/Import Information**
- **Tradeshows & Exhibits**
- **Patents, Copyrights, Trademarks**
- **Economic Development & Municipal Information**
- **Small Business Seminars**  
Business seminars are organized and presented to businesses.

Lanark-North Leeds Enterprise Centre is sponsored by the Ministry of Economic Development and Innovation, in partnership with the Town of Smiths Falls and the County of Lanark. The Centre serves part of Leeds County, Smiths Falls and all of Lanark County. Business hours are from 8:30 am to 4:00 pm weekdays. One on one sessions are by appointment only.

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Smiths Falls, Ontario K7A 5L3  
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# Small Business Contacts for Lanark and North Leeds

## Business Name Registration

A business name other than the name of the owner must be registered with Ministry of Government Services. It can be done for \$60 at a ServiceOntario terminal located in one of the offices listed below. You will immediately be issued with a Master Business License. For an additional \$8, a name search can be conducted. Online registration is available at [www.serviceontario.ca](http://www.serviceontario.ca) with credit card from any internet terminal. The license can be printed off immediately.

*Regional Centre for Business Development & Innovation*

613-283-7002 ext. 101

**(CREDIT CARD PAYMENT ONLY WILL BE ACCEPTED)**

91 Cornelia Street West  
Smiths Falls, Ontario K7A 5L3  
8:00 – 3:30 weekdays

*Brockville ServiceOntario*

613-345-5751

7 King Street West  
Brockville, Ontario K6V 3P7  
8:30 – 5:00 weekdays

## Incorporation

To file for provincial incorporation in Ontario:

*Ottawa ServiceOntario Centre*  
-110 Laurier Avenue West (Ottawa City Hall)  
-580 Terry Fox Drive, Kanata, Ontario

1-800-267-8097

1-800-267-8758

Kingston Land Registry Office  
1 Court Street, Kingston, Ontario

613-548-6767

To file for federal incorporation:

*Industry Canada/Corporations Directories*  
365 Laurier Avenue West, 9<sup>th</sup> Floor  
Ottawa Ontario K1A 0C8

613-941-9042

## Municipal Taxes, Zoning and Signage

Check with the Municipal Office for the municipality that your business will be located in to ensure the zoning is appropriate, how much the municipal taxes will be and whether there are any restrictions on signage. The Home Occupations Bylaw will determine usage for home-based business.

## Business Number (BN)

The BN is issued by the Canada Revenue Agency (CRA) to a business when you register for any of four CRA accounts: HST, Payroll Deductions, Import/Export and Corporate Income Tax. It is the identification for your business in all dealings with CRA. Information available at [www.businessregistration.gc.ca](http://www.businessregistration.gc.ca)

## Goods and Services Tax

Any business with sales of \$30,000 in 4 subsequent calendar quarters is required to register for HST. A HST registration must collect tax on most sales and remit to the federal government, but is also entitled to an Input Tax Credit for HST paid out on business expenses. Registration can be made at anytime voluntarily.

*Canada Revenue Agency (CRA)*

1-800-959-5525

## Employer/Employee Information Payroll Deductions

If you are employing anyone, you must register with CRA as an employer and withhold Employment Insurance, Canada Pension, and Income Tax deductions from the employee(s) pay. The withholdings and employer portions are remitted on a regular basis determined by CRA.

## **Service Canada**

Many employment programs are available to employers through the Service Canada offices.

*91 Cornelia Street West, Smiths Falls Ontario K7A 5L3  
40 Sunset Boulevard, Perth Ontario  
153 King Street West, Brockville Ontario K6V 3R4  
50 Lansdowne Avenue, Carleton Place Ontario K7C 2T8*

*613-283-4790  
613-267-1921  
613-342-4487  
613-257-3344*

## **Employment Standards**

Employers are required to follow the Employment Standards Act that applies to Hours of Work, Wages, Leave, Holidays, etc. The Employer's Guide and other helpful publications on the ESA from publications Ontario at 1-800-668-9938 or on the Min. of Labour site at <http://www.labour.gov.on.ca/english>

## **Workplace Safety and Insurance Board (WSIB)**

It is required by law to register with the WSIB within 10 days of hiring an employee. Premiums are based on the industry sector in which your business operates. Their website is <http://www.wsib.on.ca>

*99 Metcalfe Street  
Ottawa Ontario*

*613-237-8840  
1-800-267-9601*

## **Income Tax**

You can generally deduct expenses from income if you incur those expenses in operating the business. A business is defined by CRA to involve a reasonable expectation of profit. It is important that you keep records of all expenditures/receipts or journals to substantiate your claims. If your personal automobile and personal residence is used in the business, a portion of the expenses to maintain them may also be allowed as a business expense for income tax purposes.

## **Import/Export**

If you are planning to bring goods into Canada or sell outside the country, contact the Canada Border Services Agency at 613-993-0534 to obtain info or on their website at <http://www.cbsa-asfc.gc.ca>

## **Insurance**

There are several types of insurance you may want to consider for protection of your business, e.g. third party liability, property, loss of income and crime. If you are operating from home, your existing insurance may not cover the property used for business. Consult your insurance agent or broker for more information.

## **Health**

Any business that is involved in food preparation and distribution is required to contact the Leeds-Grenville & Lanark District Health Unit, <http://www.healthunit.org> to arrange for an inspection and/or certification.

## **Smiths Falls**

25 Johnston Street , Smiths Falls, Ontario  
Phone: 613-283-2740 Fax: 613-283-1679

## **Employer Health Tax**

Self-employed individuals and employers with an Ontario payroll over \$400,000 are required to pay the Employer Health Tax (EHT).

*Ministry of Finance*

*1-800-263-7965*

# Business Checklist

1. Assess your suitability \_\_\_\_\_
2. Discuss with family/close friends \_\_\_\_\_
3. Do a business plan \_\_\_\_\_
4. Obtain adequate financing \_\_\_\_\_
5. Choose form of ownership \_\_\_\_\_
6. Determine municipal requirements \_\_\_\_\_
7. Contact Fire and Safety officials \_\_\_\_\_
8. Register the business name \_\_\_\_\_
9. Decide on HST registration and, if yes, obtain Business Number \_\_\_\_\_
10. Open a bank account \_\_\_\_\_
11. Obtain import/export information \_\_\_\_\_
12. Obtain any other related licenses and permits \_\_\_\_\_
13. Discuss insurance needs with an agent/broker \_\_\_\_\_
14. Choose advisors: accountant, lawyer, business consultant \_\_\_\_\_
15. Set up bookkeeping system \_\_\_\_\_
16. If employees, register with CRA and WSIB \_\_\_\_\_
17. Start selling/manufacturing/servicing \_\_\_\_\_

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# Business Plan

## **Cover Page**

Includes company name, contact information

## **Table of Contents**

Headings, subheadings and page numbers for each reference

## **Executive Summary**

A concise summary of the information presented in the following pages. Keep in mind that this section will help the reader decide whether or not to read the entire plan.

## **Company Profile**

1. What is the nature of the business?
2. What is the legal status and ownership? Is it a sole proprietorship or corporation?
3. When will/did it start operations? Who owns the business? Where is it located?
4. Who are the management team, advisors and other key personnel?

## **Economic and Industry Overview**

1. How big is the industry that you operate in (numbers/sales/employees, etc)? Is it growing/stable/ declining? What is the outlook for the next 1, 2, and 5 years?
2. What is the state of the economy in the area, in which you operate?
3. Are there any legislative or regulatory issues affecting your business?
4. How will the competition react to a new business opening?
5. What trends in the economy and the industry will affect your success?
6. How do you plan to compete with your close competition?

## **Target Market**

1. Are you selling to consumers, retailers, wholesalers or other businesses
2. Who is the most likely customer for your product/service (age, gender, marital status, income, education)?
3. How many customers are there in the geographical area that you serve?
4. Where do they shop for this item now? How many do they purchase at a time?, How much are they willing to pay?, How often do they purchase this product/service?
5. What factors influence the buying decision, e.g. price, quality, service, etc.?
6. What marketing tools will be used to reach the target market (social media, direct mail, TV)?

## **Competition**

1. List your key competitors for the above market. These may be direct, i.e. selling the same item as you or indirect, i.e. competing for dollars in the same industry
2. What are your strengths and weaknesses in comparison with each of these competitors (consider price, location, marketing strategy, etc.)?
3. In what way will you use your competitive advantage over each of the above?
4. Are there any trademarks/ copyrights/patents needed to protect the product?

## **Marketing Strategy**

1. What location have you chosen for the business and why? Is there potential for future growth at this location?

2. Is there sufficient traffic flow to meet sales projections?
3. Do the projected sales justify the costs of this location? Explain.
4. How will you price your product(s) and/or service(s)? How did you arrive at these prices?
5. How does your pricing strategy help you compete with existing businesses?
6. What is unique or special about what you are selling?
7. What benefits does this item offer the purchaser? What needs does it satisfy?
8. How will you promote awareness of your business with the target market described above?
9. Outline your marketing plan for the 1st year including all methods of reaching your market, the frequency and cost of each.
10. How will you package your products or services? What method of distribution will you use?
11. What guarantees, after-sales service and value-added features are you offering?

### **Operating Plan**

1. Describe the production process.
2. What equipment and supplies will you need to start and run the business?
3. List the suppliers for all products/services required and why you have chosen them (e.g. product lines, frequency of delivery, pricing, terms and conditions, reputation, etc.)
4. Who is your management team and what are their qualifications for this role?
5. What other staff is required to run the business? Describe hours of work, job description, pay rates, availability. Will special training be required? Who will provide it?
6. What licenses and permits are required? What types and levels of insurance are required?

### **Financial Information**

1. Provide a list of start-up costs.
2. Provide a monthly cash flow projection for the 1st yr of business. Indicate fixed and variable expenses and break-even point.
3. Provide a personal net worth statement for owner(s).
4. What is your personal contribution to the start-up funds required?
5. What other sources of financing do you have?
6. What amount are you planning to borrow and for what purposes?
7. What security (collateral) are you willing to offer?
8. Provide a projected Balance Sheet as of the end of Year One. Provide a projected Income Statement (profit and Loss) for Year One.
9. Describe your cash flow expectations for the business for the first 5 years.

### **Critical Risks and Success Factors**

1. Identify what could go wrong/worst case scenarios with the different aspects of your plan.
2. How will you deal with new competition? What steps will you take to minimize risk?

### **Appendices**

May include any of the following:

1. Management biographies and resumes
2. Valuations of assets
3. Product literature
4. Photographs of products, equipment, facilities, etc.
5. Intellectual property documents
6. Marketing materials
7. Research and/or Studies
8. Legal agreements and financial statements



# Cash Flow Statement

**(Company Name), Year One**

<b>MONTHS</b>	<b>AUG.</b>	<b>SEPT.</b>	<b>OCT.</b>	<b>NOV.</b>	<b>DEC.</b>	<b>JAN.</b>	<b>FEB.</b>	<b>MAR.</b>	<b>APR.</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>TOTAL</b>
<b>CASH RECEIPTS</b>													
Cash Received for Training	0	0	1,600	2,400	2,400	1,600	2,400	2,800	2,800	2,800	2,800	2,400	24,000
Group Consulting	0	0	2,400	0	0	2,400	0	2,400	0	2,400	0	0	9,600
Seminars	0	750	1,000	1,400	0	0	0	0	0	0	0	0	3,150
Loan	15,000	0	0	0	0	0	0	0	0	0	0	0	15,000
Personal Investment	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500
<b>TOTAL</b>	<b>22,500</b>	<b>750</b>	<b>5,000</b>	<b>3,800</b>	<b>2,400</b>	<b>4,000</b>	<b>2,400</b>	<b>5,200</b>	<b>2,800</b>	<b>5,200</b>	<b>2,800</b>	<b>2,400</b>	<b>59,250</b>
<b>CASH DISBURSEMENTS</b>													
Equipment Purchase	10,923	770	0	0	0	300	0	0	0	0	0	0	11,993
Business Registration	60	0	0	0	0	0	0	0	0	0	0	0	60
Office Supplies	100	25	25	25	25	25	25	25	25	25	25	25	375
Telephone/Fax	375	200	200	200	200	200	200	200	200	200	200	200	2,575
Facility Rental	0	100	100	100	100	100	100	100	100	100	0	0	900
Insurance	36	36	36	36	36	36	36	36	36	36	36	36	432
Advertising	1,050	1,105	685	685	325	1,215	765	765	715	715	415	355	8,795
Salary	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Materials	200	200	200	250	200	100	150	300	300	300	300	300	2,900
Vehicle: Gas/Parking	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Loan Repayment	0	150	150	150	150	150	150	150	150	150	150	150	1,650
Bank Charges	20	20	20	20	20	20	20	20	20	20	20	20	240
Misc.	50	50	50	50	50	50	50	50	50	50	50	50	600
<b>TOTAL</b>	<b>15,014</b>	<b>4,856</b>	<b>3,716</b>	<b>3,666</b>	<b>3,206</b>	<b>4,446</b>	<b>3,846</b>	<b>3,846</b>	<b>3,796</b>	<b>3,796</b>	<b>2,296</b>	<b>3,336</b>	<b>56,920</b>
<b>NET CASH</b>													
Net Cash Surplus	7,486		1,284	134		304		2,104		2,154			6,080
Net Cash Deficit		-4,106			-806		-696		-246		-596	-936	
Cumulative to Date	7,486	3,380	4,664	4,798	3,992	4,296	3,600	5,704	5,458	7,612	7,016	6,080	

# Example Cash Flow Disbursements/Expenses

**The following list is a sample of monthly disbursements/expenses that you may have to keep your business operating.**

- Bank Fees
- Salary
- Source Deductions
- Wages
- Telephone
- Utilities
- Office Expenses
- Tradeshow
- Conferences
- Travel Expenses
- Training
- Legal Fees
- Accounting fees
- Rent
- Business Taxes
- Advertising
- Promotional Expenses
- Licenses
- Vehicle Operating Costs
- Insurance
- Inventory
- Equipment Purchases
- Tax Remittance
- Loan Repayment
- Owners' Drawings
- Business Registration

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# Business Structure

When starting out, you have a few legal requirements regarding the organization of your business. The first is to decide the legal structure under which you are going to operate. Each structure has its own advantages and disadvantages as shown in the table below:

<b>Business Structure</b>	<b>Advantages</b>	<b>Disadvantages</b>
<p><b>Sole Proprietorship</b></p> <p>This is where the business and the owner are the same legal entity</p>	<ul style="list-style-type: none"> <li>○ Owned by one person</li> <li>○ Low start up cost</li> <li>○ Minimum regulation</li> </ul>	<ul style="list-style-type: none"> <li>○ Unlimited liability</li> <li>○ Difficult to raise capital</li> <li>○ Credit is dependant on the owners personal credit</li> </ul>
<p><b>Partnership</b></p> <p>A partnership is where two or more individuals share ownership of the business</p>	<ul style="list-style-type: none"> <li>○ Ease of formation</li> <li>○ Easy to start</li> <li>○ Shared management/ work duties</li> <li>○ Shared financing</li> </ul>	<ul style="list-style-type: none"> <li>○ Partners often have conflicts</li> <li>○ Liable for all debts and obligations</li> <li>○ Partnership agreement is required</li> </ul>
<p><b>Incorporation</b></p> <p>A new separate legal entity is established</p>	<ul style="list-style-type: none"> <li>○ Limited legal and financial liabilities</li> <li>○ Tax advantages</li> <li>○ Continue its existence</li> <li>○ Ownership is transferable</li> </ul>	<ul style="list-style-type: none"> <li>○ Expensive to start</li> <li>○ Closely regulated</li> <li>○ More complex record keeping</li> <li>○ More administration</li> </ul>
<p><b>Co-operatives</b></p> <p>A structure based on two or more owners, each having equal voting and profit sharing rights</p>	<ul style="list-style-type: none"> <li>○ Pooled skills</li> <li>○ Commitment</li> <li>○ Group decision making</li> </ul>	<ul style="list-style-type: none"> <li>○ Expensive to start</li> <li>○ More complex record keeping</li> </ul>

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# Helpful Websites for Planning your Business

## **Small Business Ontario**

<http://www.serviceontario.ca/>  
<http://www.servicecanada.gc.ca/en/home.shtml>  
<http://www.ontario.ca/en/business/index.htm>  
<http://www.ontario.ca/economy>

## **Example Business Plan from the Royal Bank**

<http://www.royalbank.com/>  
<http://www.bplans.com>

## **Business Directory for Lanark North Leeds** (click on business directory on left- side)

<http://www.valleycfdc.com>

## **Information on SWOT Analysis**

<http://www.bplans.com/dp/article.cfm/148>

## **Business Toolkits**

<http://www.canadaone.ca/tools/index.html>  
<http://office.microsoft.com/en-us/templates/default.aspx> (templates for invoices, brochures)

## **Business Information Sites**

<http://www.canadabusiness.ca/eng/> (Canada Business)  
<http://www.cbo-eco.ca/en/> (Canada Business Ontario)  
<http://www.canadaone.com>  
[http://www.ontario.ca/en/business\\_program](http://www.ontario.ca/en/business_program) (business programs)  
[https://www.appmybizaccount.gov.on.ca/wps/portal/mba\\_pub](https://www.appmybizaccount.gov.on.ca/wps/portal/mba_pub) (One-Source for Business)

## **Statistics Canada** (Demographic information for business plan)

<http://www.statcan.gc.ca> (click English, then Community Profiles along right side-popular picks)

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# Promoting Your Business

## It is tough, but fundamental!

Here are some popular marketing ideas to consider. Make sure that you choose the practices which best suit your company's needs.

1. Business Cards
2. Letterhead
3. Newspaper - Classified
4. Newspaper - Display
5. Newspaper - Insert
6. Newspaper - Column
7. Fax Ad Flyer
8. Magazine - Trade
9. Sidewalk Footsteps
10. Flyers
11. Direct mail letters
12. Yellow Pages
13. Coupon mail backs
14. Statements stuffers
15. Brochures/Catalogue
16. Radio
17. Television
18. DVD
19. Specialties, premiums
20. Posters
21. Transit Ads
22. Window Banners
23. Signs Storefront
24. Signs - "A" Frame
25. Signs - Sporting Events
26. Signs - Vehicles
27. Logo Clothing
28. Mascot
29. Window Displays
30. Store Displays
31. Trade Shows
32. Consumer Shows
33. Uniforms
34. Demonstrations
35. Home Parties
36. Personal Selling
37. Referral Cards/Prospect
38. Product Labeling
39. Bags/Gift Boxes
40. Warranty cards
41. Newsletters
42. Seminars
43. Grand Opening
44. Special Events
45. Greeting Cards
46. Personalities - appearance
47. Personalities - endorsement
48. Event Sponsorship
49. Charity Events
50. Tours - store/facility
51. Thank you Cards
52. Service Reminders
53. Free Trial Offers
54. Cross Merchandise/Service
55. Telemarketing
56. Industry Directories
57. Business networking
58. Joining associations
59. New/Press releases
60. Contents
61. Sampling
62. Two for one offers
63. Rebates
64. Expert Talks, presentations
65. Environmental, tie-ins
66. Maps
67. Free Information
68. Recipes, other guides
69. Discount/Premium guides
70. Sporting Event Programs
71. Student Yearbooks
72. Scratch games
73. Electronic Message signs
74. Team Sports Sponsor
75. Customer testimonials
76. Customer testimonials
77. "Guest" Register
78. Preferred Customer event
79. Loaners: books/dvds
80. Children's play area
81. Child amusement - toys
82. Direction signs
83. Complaint handling
84. Bumper/Window stickers
85. Referral Incentives
86. Balloons
87. Cash Register receipt ads
88. Breakfast clubs
89. Church
90. Restaurant
91. Health Club
92. Neighbors/Friends
93. Volunteer Service
94. Promotional giveaways
95. Create a website/
96. Link your website
97. Participate in a discussion newsgroup on the internet
98. Personalized screensavers
99. Social Media
  - Facebook
  - Twitter
  - blog
  - webinar
  - Linkedin
  - Youtube
100. Online classifieds
  - Kijiji
  - Craigslist

# ServiceOntario-Register a Business Intergrated Business Service Application

[www.serviceontario.ca](http://www.serviceontario.ca)

Register/renew a business name in Ontario and complete applications for Employer Health Tax and the Workplace Safety and Insurance Board. You can also search a business name registered with the Ministry of Government Services.

Here is some basic information you should know:

- It costs \$60.00 to register or renew your business name. Credit Card payment only on-line at home or at the Lanark-North Leeds ServiceOntario counter. (Visa, MasterCard and American Express)
- It costs between \$8.00 and \$26.00 to search business names, depending on the type of report. Credit Card payment only, on-line or at the Lanark-North Leeds ServiceOntario counter. Searches can be done on exact business names, words in a business name or by the Ontario Business Identification Number. Unincorporated business names are not protected and registering your business name does not give you exclusive use. Likewise, you are not prevented from registering a name that is already in use. However, a unique name will help identify your business to customers. Before making a final decision on your business name, you may want to check to see if someone else is already using the same name within the area you plan to serve. You can search unincorporated business names using the ServiceOntario Integrated Business Services Application or check both unincorporated business names and provincially incorporated names at the Companies and Personal Property Security Branch. Federally incorporated businesses are in the Canada wide corporate and business name registry called the New Upgraded Automated Name Search (NUANS) [www.nuans.com](http://www.nuans.com) or through private search houses. Provincially and federally incorporated business names are protected and you may be sued if you use a name that is the same as a legal name or registered trademark of an incorporated business.
- The Master Business License is an official proof of your business name registration. The MBL can be used as proof of business name registration at financial institutions and to facilitate other business related transactions with the Ontario government.
- The Master Business License or the Business Name Search Report is a PDF file that can be printed or saved to a personal computer.

- A printer is required to print the Receipt, Summary Registration, Profile Summary, Master Business License and/or the Business Names Report. There is a money-back service guarantee attached to new business name registrations.
- You can register your business name 24 hours a day, 7 days a week.
- You can search for business names on-line Monday to Friday, 8:30 a.m. to 6:00 p.m.
- When registering your business name you should have the complete name, address and phone numbers for your business. General partnerships need the full names and addresses for each partner. Existing corporations need their corporations name and number. If you have hired or intend to hire employees in the future, be sure to bring payroll information, including the date employees will be hired and an estimated gross payroll. If you purchased an existing business be sure to bring these details with you.
- Change of Business Information Service is a free online service on the ServiceOntario website: [www.serviceontario.ca](http://www.serviceontario.ca) allowing users to update their existing business information or close one or more of the following: Business Name Registration; Retail Sales Tax Account; Corporation Tax Account Changes; Employer Health Tax Account; Employer Account with the Workplace Safety and Insurance Board; Goods and Services Tax/Harmonized Sales Tax (GST/HST) Account; Payroll Deductions Account; Import/Export Account; Corporate Income Tax Account. Please note that any changes to a business name or ownership type will require a new business name registration. Updates to Corporate Information will require a separate form, these forms can be accessed on the ServiceOntario website as well.
- To apply for Canada Revenue Agency (CRA) programs including Harmonized Sales Tax (HST), Payroll Deductions, Corporate Income Tax, Import/Export Accounts visit <http://www.businessregistration.gc.ca/>
- You cannot incorporate a business using the Integrated Business Service Application. Incorporation is a more complex process than setting up an unincorporated business. For information, contact a lawyer / accountant / financial planner / management consultant or visit the Canada Business website at [www.canadabusiness.ca](http://www.canadabusiness.ca)