

RC1 Checklist - Request for Business Number

To help you assemble the information needed to apply for your Canadian Business Number, complete this checklist.

Table 1

General Information	Questionnaire <i>(Please answer the following)</i>
<p>What is your Ownership type? <i>(Please Choose one)</i></p>	<p>a. Individual b. Partnership c. Trust d. Corporation e. Other (Please specify)</p>
<p>Owner's Information: <i>(Kindly provide the following for each owner)</i></p>	<p>Social Insurance Number (SIN): First Name and Last Name: Title: Occupation: Telephone:</p>
<p>Business Information: <i>(Kindly provide the following)</i></p>	<p>Business Name (Legal Name): Operating/Trade Name: Address of Business : Mailing Address (if different from business address):</p>

Questionnaire *(Please answer the following on a separate document)*

- 1) Describe your major business activity with as much detail as possible.
- 2) Indicate if you are a listed financial Institution or selected listed financial institution for GST/HST purposes resident in Canada.
- 3) Specify up to three main products or services that you provide and the estimated percentage of the revenue they each represent.
- 4) What are your total sales in Canada? What are your total worldwide sale?
- 5) Do you want to make an election to use your Corporation's fiscal year-end for GST/HST purposes? If YES, enter the date you would like to use, if NO, December 31 will be used.
- 6) How often will you pay your employees? What is the maximum number of employees you expect to have working for you at any time in the next 12 months?
- 7) Is your corporation a subsidiary or affiliate of a foreign corporation?
- 8) Are you a franchisee?
- 9) Please provide us with a copy of your certificate of incorporation or amalgamation.