

Dealing with CRA now faster and more reliable—create a *My Business Account* today!

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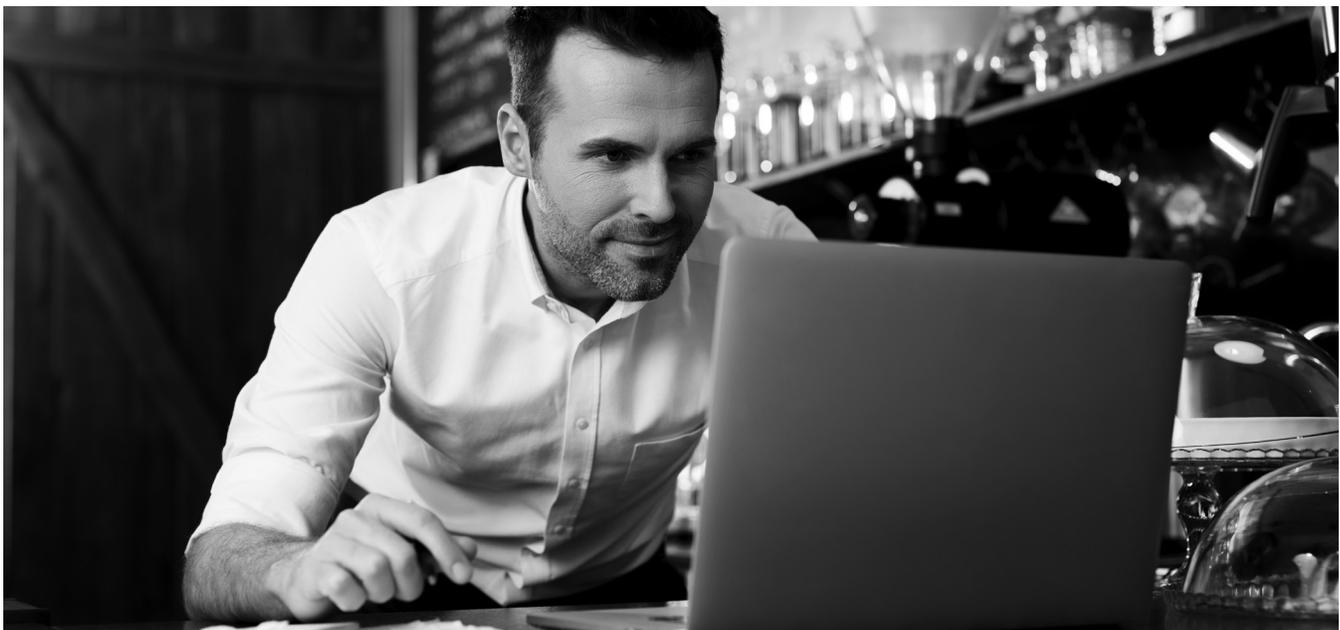
What is *My Business Account*?

My Business Account is a secure online portal created within the Canada Revenue Agency (CRA) website to allow business owners to access their account information online and perform certain transactions. Accessible business accounts include GST/HST (except for accounts administered by Revenu Québec), payroll, corporation income taxes, excise taxes, excise duties, and more.

The CRA login services are available 21 hours a day, 7 days a week. The services are not available 24 hours a day due to daily maintenance activities.

What are some of the things you can do in *My Business Account*?

- ▶ view and update account balances, transactions, remitting requirements, direct deposit information, addresses, operating names, and mail;
- ▶ file or transmit returns and view its status;
- ▶ transfer and make online payments;
- ▶ register a formal dispute (Notice of objection or appeal);
- ▶ request a CPP/EI ruling;
- ▶ authorize or manage representatives access;
- ▶ view capital gains and losses amounts;
- ▶ submit documents;
- ▶ respond to certain payroll notices;
- ▶ submit a specific enquiry; and more!



www.cra.gc.ca/businessonline

Why use *My Business Account*?

CFIB has long advocated for CRA to provide small business taxpayers with written responses to their enquiries and to honour those responses even if they are later proven to be incorrect. On April 17, 2012 CRA announced that businesses, their employees, or representatives can ask account-specific, tax-related questions through *My Business Account* or *Represent a Client* and CRA will respond electronically, which provides the recipient with a written answer to an enquiry. CRA will honour that response even if it's later found to be incorrect as long as you have provided CRA with all the information required. This is a big victory for small business owners in Canada.

For example, you can submit questions online through your *My Business Account* like this one: "My T2 Notice of Assessment indicates that you reduced my claim for Capital Cost Allowance (CCA). Can you tell me why?"

CRA has committed to responding to all enquiries within 10 business days. If additional information is required to respond, this may result in a longer response time.

How to register

To register for *My Business Account* you will need your:

- ▶ social insurance number (SIN);
- ▶ date of birth;
- ▶ current address;
- ▶ personal tax returns from the current or previous tax year;
- ▶ business number.

For more information on business numbers go to: www.cra-arc.gc.ca/bn

Once you have registered your account you will have a user ID and password. To activate your account, the CRA will send you an activation security code for you to input into your *My Business Account* to complete your registration. You will receive your CRA security code by mail within 5-10 days. Be sure the CRA has your current address as the code is mailed to the address they have on file for you.

To access your activated account, return to *My Business Account*, login, and enter your security code when prompted.

You can also use the same user ID and password to log into:

- ▶ my CRA mobile application;
- ▶ my Account for individuals; and
- ▶ represent a Client.

To register visit:

www.cra-arc.gc.ca/mybusinessaccount

For CRA to protect the privacy of your information, you need to provide personal information to ensure that you are the person authorized to access the business account. If you have any questions while registering for or using your account, CRA has a dedicated helpline for businesses. Please call **1 800 959-5525** for assistance.

As always, should you have any questions about this or any other issue affecting your business, you can call a CFIB Business Counsellor at **1 888 234-2232!**