

Standard Employer Registration Form

Name & Address	Name:								
	Address One:								
	Address Two:								
		City			Province			Postal Code	
		Contact for Payroll				Phone Number			
		E-Mail Address				Fax Number			
Taxes	CCRA Business Number:	First 9 Digits				Number of 'RP' Sub-Accounts			
	Legal Structure:	Corporation	Proprietorship	Partnership	Other				
		An Associated Corporation, under the <i>Income Tax Act</i>							
	If privately controlled in Canada:	Primary Owner SIN				Secondary Owner SIN			
Provinces Paid in:	BC	AB	SK	MB	ON	QC	NB	NS	
	PE	NF	NT	YT	NU	US	ZZ		
Payrolls	Number of Employees Paid:	1 – 4	5 – 9	10 – 19	20 – 49	50 – 99	100 – 199	200 - 499	500 +
	Payroll Frequencies:	Weekly	Bi-Weekly	Semi-Monthly	Monthly	Other			

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Processing Options	Bank Account to Debit for Payroll Purposes:	Institution	Transit	Account	
	Employees are Paid by:	Direct Deposit	Cheques	Both	
	Deliver Payroll Registers by:	E-Mail to:			
		Courier to:			
Deliver Pay Statements by:	With Registers	Mail to Employees	E-Mail to Employees		
Approval	Name		Date		