Ross, Pope & Company
Chartered Accountants

My Business Account, from CRA*

"My Business Account" enables business owners (including partners, directors and officers) to:

- File a payroll return (T4);
- Transmit information and corporation income tax returns;
- Provide a nil remittance (payroll deductions);
- View returns status (corporation and payroll);
- View account balances and transactions (GST/HST, corporation, and other levies);
- View account balances for payroll;
- View correspondence (issued by the CRA);
- View business addresses;
- Make online requests for: Financial transactions to be taken on a CRA account, communication items previously issued by the CRA and changing mailing instructions;
- Authorize or manage representatives;
- Manage your profile; and,
- A few other services.

This information can be found at:
http://www.cra-arc.gc.ca/eservices/tax/business/myaccount.

In order to be able to access "My Business Account", you will first need to register for a Government of Canada epass. This registration process is done in three steps. You will be required to provide some personal information such as the amount you reported on line 150 of your personal income tax return of the previous year (not the actual amount assessed by CRA), your date of birth, your social insurance number and your current postal code. CRA will then mail you an Activation Code along with instructions to complete the registration process. Once the registration process is complete, you will be able to access your personal information within "My Account" by logging in, using your User ID and Password.

* Canada Revenue Agency