

STARTING A BUSINESS STEP BY STEP GUIDE

1) BUSINESS PLAN

Your business plan is your statement in words and numbers of what you want to do and what you need to get there. It is your overall strategic plan. It is also a summary of your mission, mandate, and method. It is your basic reference document in telling your customers, suppliers, bankers, and partners, about your track record, your tactics, and your targets.

Why Do I Need One?

The business plan is an essential planning and tracking tool. You need it in order to make your start-up decisions and your day-to-day operating decisions, to get the financing you need, and to keep yourself and your business on track. Without it, you will waste time, energy and money. You may also lose sight of your objective.

Business Plan Writers:

There are many online business plan writers, templates and guides. Review the options and choose the one that best fits your business.

- <http://www.cbo-eco.ca/en/index.cfm/starting/how-to-start-a/>
- <http://www.cbo-eco.ca/en/index.cfm/planning/writing-a-business-plan/business-plan-guide/>
- <http://www.futurpreneur.ca/resources/start-up-business-planning/tips-tools/business-plan-writer/>
- <http://www.bdc.ca/EN/articles-tools/entrepreneur-toolkit/templates-business-guides/Pages/business-plan-template.aspx>
- http://www.cbdc.ca/pdfs/online_business_plan.pdf
- <http://www.bmo.com/home/small-business/banking/resources/business-resources>
- <https://www.cibc.com/ca/small-business/article-tools/business-planning.html>
- <http://www.rbcroyalbank.com/business/startingabusiness/index.html>
- <http://www.scotiabank.com/ca/en/0,,588,00.html>
- <http://www.tdcanadatrust.com/products-services/small-business/windocs.jsp>

2) BUSINESS REGISTRATION

Provincial Registration:

The Ontario Business Names Act administered by the Companies and Personal Property Security Branch applies to:

- Sole proprietorships (one owner) carrying on business under a name other than the individuals full name;
- Partnerships carrying on business under a firm name other than the full names of the partners;
- Corporations carrying on business under a name other than their corporate name;
- An existing general partnership or limited partnership registering a business name different from the registered firm name;
- Limited liability partnerships;
- Extra-provincial limited liability partnerships; and
- Extra-provincial limited liability companies

Ministry Fee for Registration:

- Business Name Registration/Renewal fee is \$60 electronically
- Through the Service Providers \$60; however the Service Providers charge a separate service fee. Please contact the Service Providers directly for information about the fees they charge for the immediate online service they provide.
- In person at the Branch (service time is immediate) or by mail (service time is 6 - 8 weeks) is \$80.
- Enhanced Business Name Search fee is \$8 - \$26 depending on the report selected

Contact Information:

<https://www.ontario.ca/serviceontario>

Local: (416) 314-9151

Toll-Free in Ontario: 1-800-565-1921

TTY: (416) 325-3408 or toll free: 1-800-268-7095

Note:

The Companies and Personal Property Security Branch assigns a Business Identification Number (BIN) when a business name is registered in Ontario. It should not be confused with the federal Business Number (BN) assigned by the Canada Revenue Agency (CRA) for federal programs including HST, Import/export accounts, payroll deductions and corporate income tax.

3) BUSINESS NUMBER (BN)

The Business Number is a 9-digit federal client identification number to which businesses can register program accounts with Canada Revenue Agency (CRA). The Business Number can encompass one or more of the following accounts: GST, Payroll Deductions; Import/Export; and Corporate Income Tax. All new businesses registering for any one of these accounts receive a BN.

You can register for a Business Number (BN) and one or more Canada Revenue Agency (CRA) accounts at the same time. It is the person or business entity that registers for GST/HST. For example, it is the partnership that registers and not each partner. Once you have registered, CRA will send you a letter confirming your BN, the accounts registered, and a summary of the information you provided.

Ways to Register:

- Business Registration On-line

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/bro-ide/menu-eng.html>

Business Registration On-line is a one stop, online, self serve application that allows you to register for a new Business Number, as well as for four major CRA programs (Corporation Income Tax, Goods and Services / Harmonized Sales Tax, Payroll Deductions, and Import / Export accounts).

- To register for a business number or a CRA program account, call the toll-free business enquiries line at **1-800-959-5525**. (For service in French - 1-800 959-7775). Hours of service: weekdays from 8:15 a.m. to 8 p.m. (local time)
- Order the Business Registration forms by telephone at **1-800-959-2221** (Forms and Publications).
 - [Form RC1, Request for a Business Number \(BN\)](#)

Once you complete the form, submit it by fax **613-545-3272** (Kingston) or mail it to your nearest Tax Services Office (31 Hyperion Court, Kingston ON K7K 7G3).

4) HST REGISTRATION

All businesses, exceeding a gross yearly revenue of more than \$30,000 must register for the GST at Canada Revenue Agency (CRA). If yearly revenue is less than \$30,000 registration is optional; however, it may be beneficial to register anyway, depending on the nature of the business. If you do not register, you will not charge HST to your customers but neither will you be able to apply for a refund on the HST you pay on your business purchases. *Mandatory registration required for persons who operate a taxi or limousine service.*

Before you register for a GST/HST account, you need to know if you have a Business Number (BN). You have a BN if you have or had at least one of our business accounts such as a Payroll account. If you do not have a BN, you will receive one when you register for a GST/HST number.

Ways to Register:

- Business Registration On-line

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/bro-ide/menu-eng.html>

Business Registration On-line is a one stop, online, self serve application that allows you to register for a new Business Number, as well as for four major CRA programs (Corporation Income Tax, Goods and Services / Harmonized Sales Tax, Payroll Deductions, and Import / Export accounts).

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- Order the Business Registration forms by telephone at **1-800-959-2221** (Forms and Publications).
 - If you already have a BN, you have to complete [Form RC1A, Business Number \(BN\) - GST/HST Account Information](#) to get a GST/HST account. Indicate your existing BN on Form RC1A.

Once you complete the form, submit it by fax **613-545-3272** (Kingston) or mail it to your nearest Tax Services Office (31 Hyperion Court, Kingston ON K7K 7G3).

5) INSURANCE

Business insurance can protect your enterprise from unpredictable damage and problems. Most businesses that have assets should have insurance protection. It is advisable that you think seriously about the type and amount of insurance that the business requires and to deal with a knowledgeable insurance company or broker.

6) EMPLOYER DEDUCTIONS

As an employer, you have the responsibility of making a number of deductions on behalf of your employees.

i) Federal Deductions – Payroll

Under federal law, it is required that all employers collect Employment Insurance Premiums, Canada Pension Plan Contributions and Personal Income Tax on behalf of the federal government.

Remittances for Employment Insurance and the Canada Pension Plan are shared by the employer and employee. Canada Revenue Agency provides workshops to assist in source deductions and guidebooks which give easy-to-follow instructions on the amounts to be deducted.

Contact Information:

Canada Revenue Agency
Toll-Free at **1-800-959-5525** (Business Enquiries and Registrations);
1-800-959-2221 (Forms and Publications)
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/t4032/menu-eng.html>

ii) Workers' Compensation:

Most industries in Ontario are covered by the *Workers' Compensation Act*. Employers must pay into the insurance fund of the Workers' Compensation Board (WCB) through assessments on their payrolls.

By contacting the nearest Workplace Safety and Insurance Board office, you can obtain a registration kit, which includes information on assessments, coverage, accident reporting requirements and appeals procedures. Employers are required to contact the board within ten (10) days of employing help.

Contact Information:

Workplace Safety and Insurance Board
200 Front Street West
Toronto ON M5V 3J1
Telephone: (416) 344-1000 or Toll-Free: 1-800-387-5540
Ontario Toll-free 1-800-387-0750
Fax: (416) 344-4684
<http://www.wsib.on.ca>