

# Transfer Payment Administrative Modernization

## Transfer Payment Common Registration

### Frequently Asked Questions

#### **What is Transfer Payment Common Registration (TPCR) system?**

- Common registration is a “one window” approach by which transfer payment recipients will submit and update organization profile information into a central repository.
- The TPCR system gives transfer payment recipients the flexibility to update and maintain their profile information online, while ensuring ministries can access consistent and accurate information.

#### **Who should register using the Transfer Payment Common Registration (TPCR) system?**

- Organizations (including sole proprietors of a business) that are applying for or in receipt of TP funding must register and validate their profile information, including their CRA BN (where applicable), in the TPCR system.

#### **My organization receives transfer payment funding from both a ministry program and from a provincial agency. Will I be contacted by both the provincial agency and the ministry about registration?**

- Organizations receiving funding from both a ministry program and a provincial agency will only be contacted by the ministry program regarding TPCR. *Organizations funded solely by provincial agencies are not required to register in TPCR at this time.*

#### **What are organizations (and/or sole proprietors of a business) expected to do in TPCR?**

- All organizations and sole proprietors of businesses that are applying for or in receipt of TP funding are expected to register their organizations in TPCR and keep their information updated in the TPCR system.

#### **What are the benefits of registering?**

- The Province of Ontario is working to further develop the TPCR system as an authoritative source of transfer payment profile information in Ontario.
- The TPCR system will use the Canada Revenue Agency Business Number as a unique identifier.
- Ministries will access and download TPR profile information from the TPCR system, rather than request it from recipients directly.
- TP receiving organizations will update their profile information in one place only, rather than providing updates to multiple programs and/or multiple ministries.

#### **What documents can I upload in the TPCR system?**

- The TPCR system provides organizations that are registering, confirming or updating their profile data the ability to attach commonly-used business documents directly in the TPCR

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system. Ministries that require organizations to provide documents of this type should access these materials through the TPCR system, rather than request them directly from the recipient. At this time, documents appropriate to upload to the TPCR system should be materials related to the overall administration and governance of the organization, and should not be program-specific. Documents required by a ministry program providing funding to a TP recipient for a TP activity (e.g. in-year activity reports) should continue to be submitted directly to the appropriate ministry program contact and/or through the existing TP program business processes.

### **Who is required to provide a Canada Revenue Agency Business Number (CRA BN) when registering in TPCR?**

- A recent [amendment](#) to the Financial Administration Act (Ontario) (FAA) requires everyone (whether person or entity), except for 'excluded individuals' under section 241(10) of the *Income Tax Act*, that carries on a business as [defined in subsection 248 \(1\) of the Income Tax Act \(Canada\)](#) or is required under the Income Tax Act to deduct or withhold an amount paid or credited, or deemed to be paid or credited under that Act and engages in a financial transaction with an Ontario ministry or public entity, to provide their CRA BN before they can receive transfer payment funding from the province.

### **How do I know if I should have a Canada Revenue Agency Business Number?**

- Typically, a transfer payment recipient should have a CRA BN if:
  - ✓ the recipient has employees (payroll),
  - ✓ the recipient collects and remits GST/HST,
  - ✓ the recipient pays corporate income tax, or
  - ✓ the recipient is a registered charity.

This is not an exhaustive list, more information is available on the [CRA website](#).

Certain organizations that receive TP funding will not have a CRA BN and may not be legally required to obtain one. There may also be situations where an organization has a CRA BN for a business separate and unrelated to an activity for which it receives TP funding from the province. In these situations, the organization is not required to provide its CRA BN when registering in the TPCR system.

***Recipients that are unsure whether they must obtain a CRA BN should be directed to contact the Canada Revenue Agency for information and guidance.***

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### **Can I submit an application for funding if my registration is not complete?**

- Yes. However, the application will not be approved for funding until registration is complete in the TPCR system.

### **What should I do if I receive notifications to register in TPCR from more than one ministry?**

- You only need to register your information into the system once. In the event you are contacted by more than one ministry you may inform them that your registration has been complete.

### **What supports are available for registering on the TPCR system?**

- To make the registration process as easy as possible, [user guides](#) and a [quick reference guide](#) are available online at: [Transfer Payment Common Registration](#). If you require additional assistance, please contact Customer Service at 1-855-216-3090 or (416) 325-6691, or [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca).