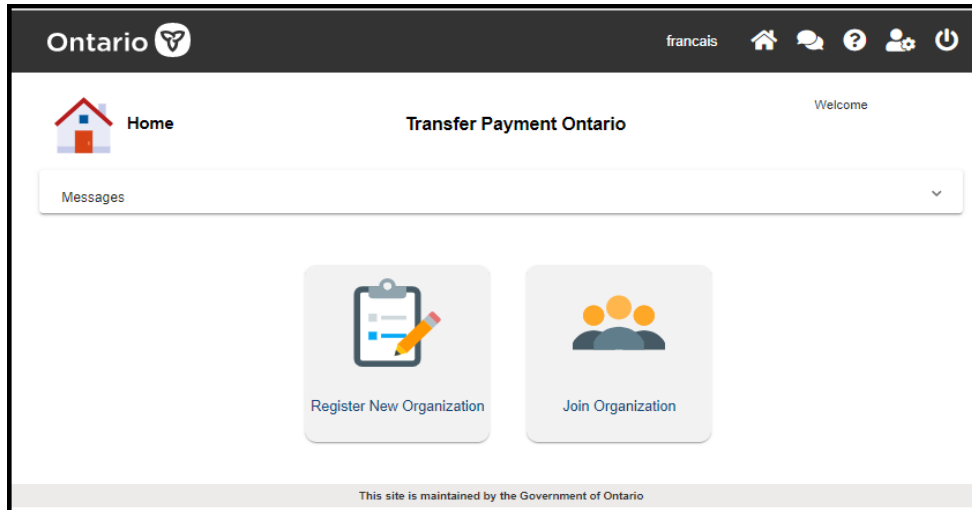


Registering an Organization in Transfer Payment Ontario

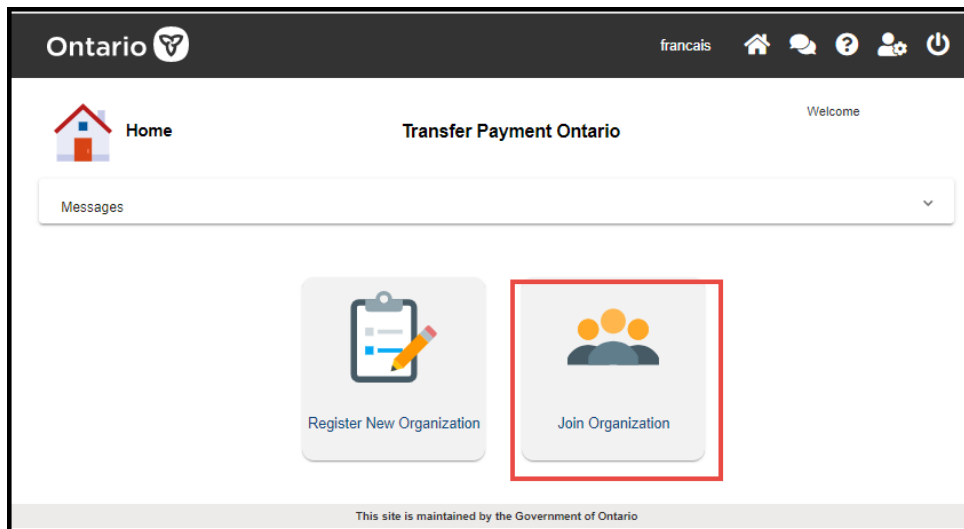
Once logged the user will be directed to the Transfer Payment Ontario Home page.



Transfer Payment Ontario Home Page

To register, please have handy the organization’s CRA number, Legal Name, Operating Name and details for at least two contacts.

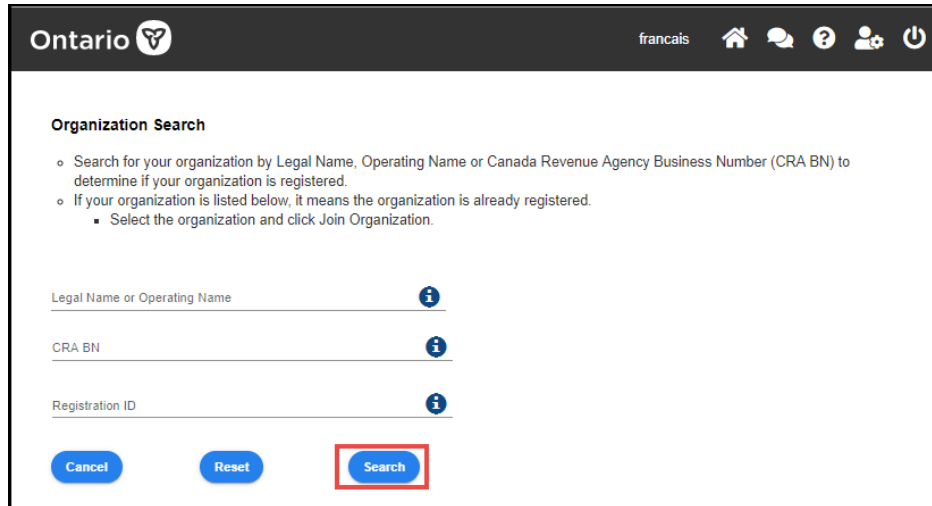
Perform an organization search by selecting Join Organization to ensure that your organization has not already been registered.



Transfer Payment Ontario Home Page

Transfer Payment Ontario

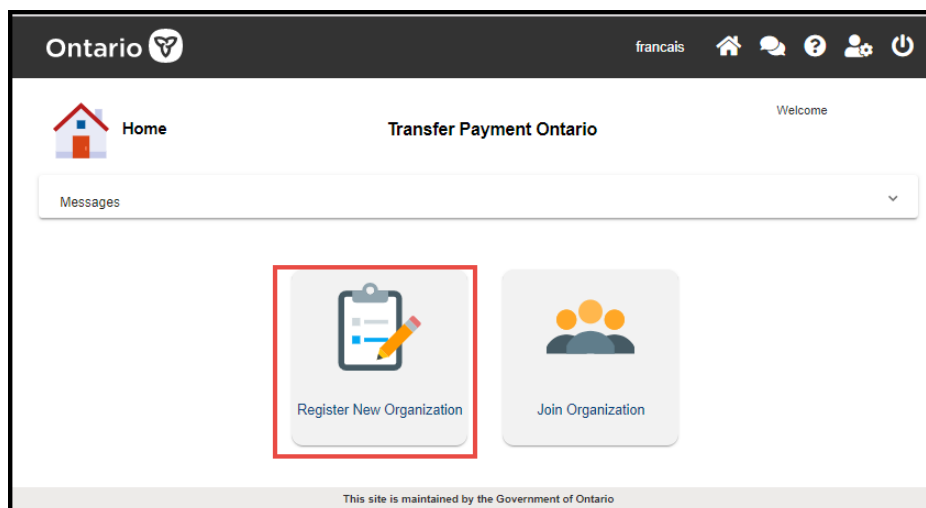
Search by entering the organization’s legal/operating name, CRA BN or Registration ID and select Search.



Organization Registration Search page

If your organization appears in the search results list, then it has already been registered. Select the organization from the list and select “Join Organization”. Please refer to the ‘Join Organization’ guide on the TPON website for instructions for joining an existing registration.

If your organization does not appear, select Cancel and it will be redirected to the Transfer Payment Ontario Home Page and select Register New Organization.



Transfer Payment Ontario Main Page

Complete the following sections:

Organization Profile

Organization Address

Organization Contacts (*two contacts including a senior contact with signing authority*)

Review & Submit

Organization Profile

Within the Organization Profile window, complete the required fields. Select Save and Continue.

Register Organization

1 Organization Profile 2 Address 3 Contacts 4 Review & Submit

Organization Profile
 This page provides an Organization's Profile information. A registration will remain in draft or submitted status until a Canada Revenue Agency Business Number (CRA BN) has been provided and validated.
 For further information on the CRA BN, please refer to the Canada Revenue Agency website.

Essential Information

Legal Name * ?

Operating Name * ?

Ownership Type * ▼

Organizational Type * ▼

Specify, if None of the above

Register Organization Main Page

Address

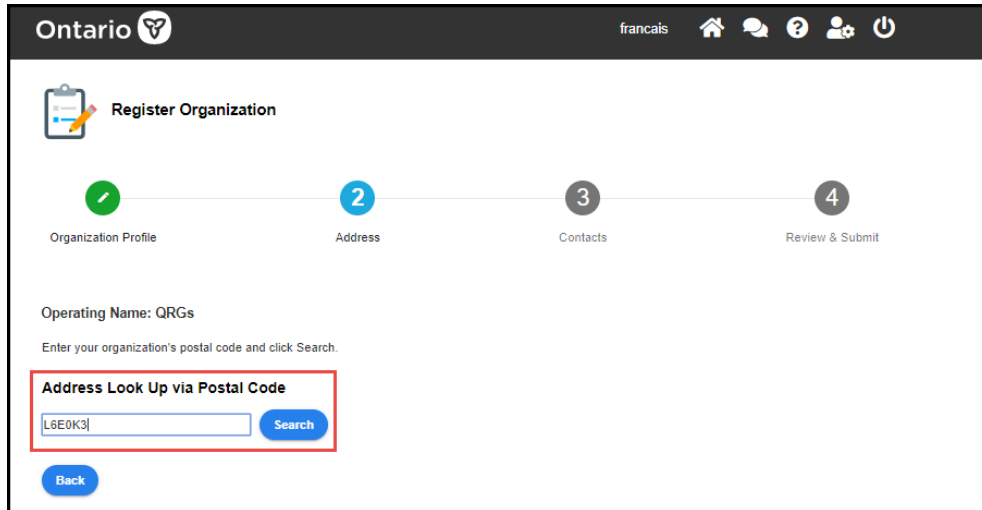
The address window appears next. Enter the business/mailing address using the Postal Code Look-up feature or manually by enter information in each field.

Organization Profile Page

How to Use the Address Look Up via Postal Code

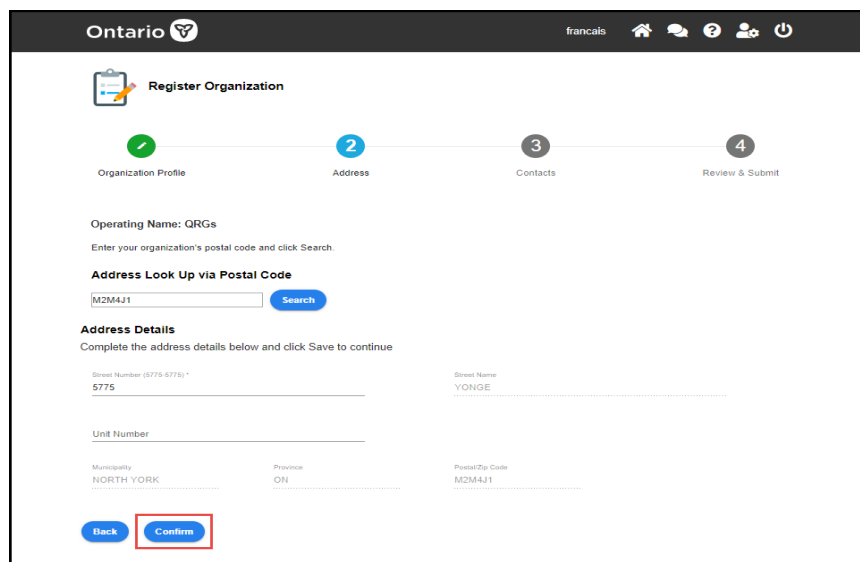
Navigate to the business/ mailing address and select the Postal Code Look Up button.

To use the address Look Up via Postal Code functionality enter Postal Code (zip) and then select Search.



Postal Code Look-up screen

Confirm/edit your address from the list then select Confirm.



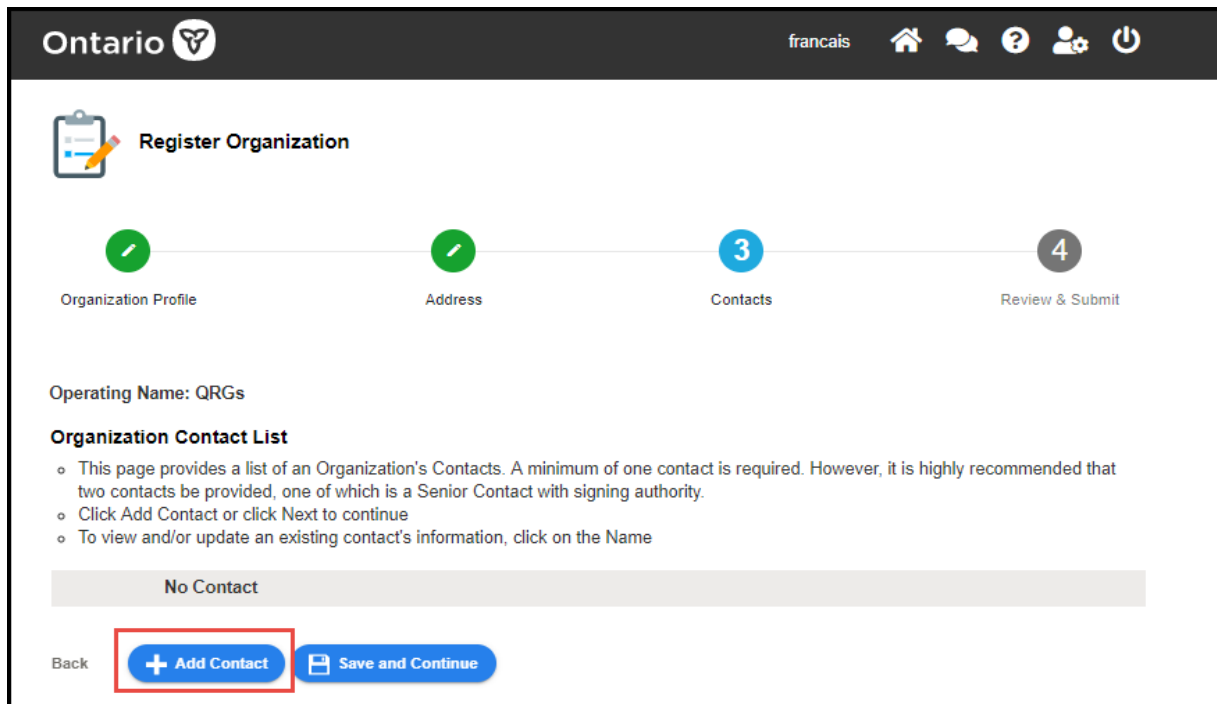
Confirm Address Screen

If the organization's business and mailing address are the same click the checkbox beside Same as Business Address.

Once completed, select Save and Continue.

Contacts

The Organization Contact List window appears next.



Organization Contacts Screen

Select Add Contact.

The Organization Contact Information window appears. Complete the required information.

Select Save and Continue.

Review and Submit

The Registration Summary window appears for your review. If updates are required, use the vertical Registration Menu to navigate to a section you wish to update or select Back.

If everything is correct, read the declaration then click the Declaration checkbox. Select Submit Registration.

Declaration

By clicking 'Submit Registration', I agree with the following statement: On behalf of and with the authority of the registering organization, I certify that

- o I am authorized to agree to these terms on behalf of the registering organization.
- o I have read and understand these terms and the other information set out on this page.
- o The information about the registering organization that has been provided on this page is true, correct and complete in every respect.
- o I understand that the information provided on this page may be disclosed:
 - o To the public in accordance with the Freedom of Information and Protection of Privacy Act and/or applicable Ontario Government transparency and information sharing policies and directives;
 - o To other Ontario ministries and agencies for the purposes of assessing funding eligibility, accountability and oversight, and program administration; and
 - o To the Canada Revenue Agency, for validation purposes.
- o I agree, on behalf of the registering organization, to update the information provided on this page promptly in the event that the relevant information about the registering organization changes.
- o These terms may be modified by Ontario through written notice that is provided to the registering organization using the contact information provided on this page.

Back

Submit Registration

Registration Submit Screen 1

CRA CHECKLIST

If you entered “No” to having a CRA BN# in the Organizational Profile sections of the registration, completion of the CRA Program Account Checklist is required. Fill out the fields accordingly and select “Submit”.

Register Organization

Organization Profile Address Contacts **4** Review & Submit

Operating Name: QRGs

CRA Program Account Check List
 Please ensure that you have answered all the questions below to the best of your knowledge. These questions will help to confirm that your organization does not have a CRA Business Number.
 For further information on the CRA BN, please refer to the Canada Revenue Agency website.

Is your organization	CRA Program Account	
Incorporated	Corporation income tax (RC)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
A charity organization	Registered charity (RR)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
An air carrier that charges the air travellers security charge	Air travellers security charge (RG)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Brokers and agents who place contracts of insurance	Insurance premium tax (RN)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Does your organization		
Provide taxable supplies and services that are subject to the GST/HST	GST/HST (RT)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Annual income exceed the \$30,000 threshold in four consecutive quarters	GST/HST (RT)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Pay salaries, wages (including advances), bonuses, vacation pay, or tips to employees	Payroll deductions (RP)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Provide certain taxable benefits, such as an automobile or allowances to employees	Payroll deductions (RP)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Import goods into Canada or export goods to other countries	Import-export (RM)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Charge excise duty on products	Excise duty (RD)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Charge excise tax on products	Excise tax (RE)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Export softwood lumber products	Softwood lumber (SL)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
File information returns, such as Partnership Information Return (T5013) that must be filed using a business number (BN) containing letters (RZ)	Information returns (RZ)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure

Back Clear Submit

CRA Checklist Screen

Registration Confirmation

Upon selecting Submit Registration, the user will be redirected to the Registration Confirmation Page which can be printed, or the user can select done.