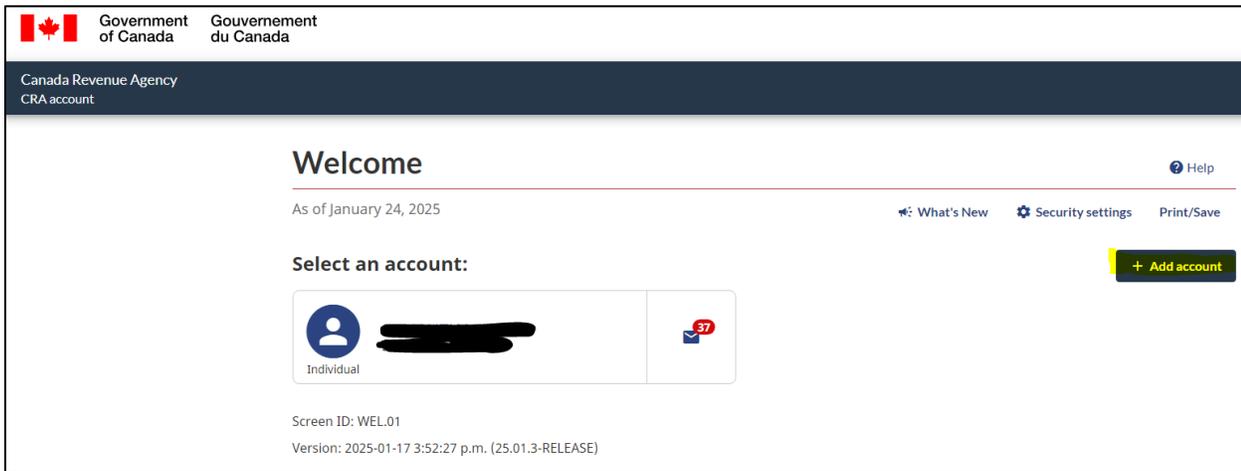


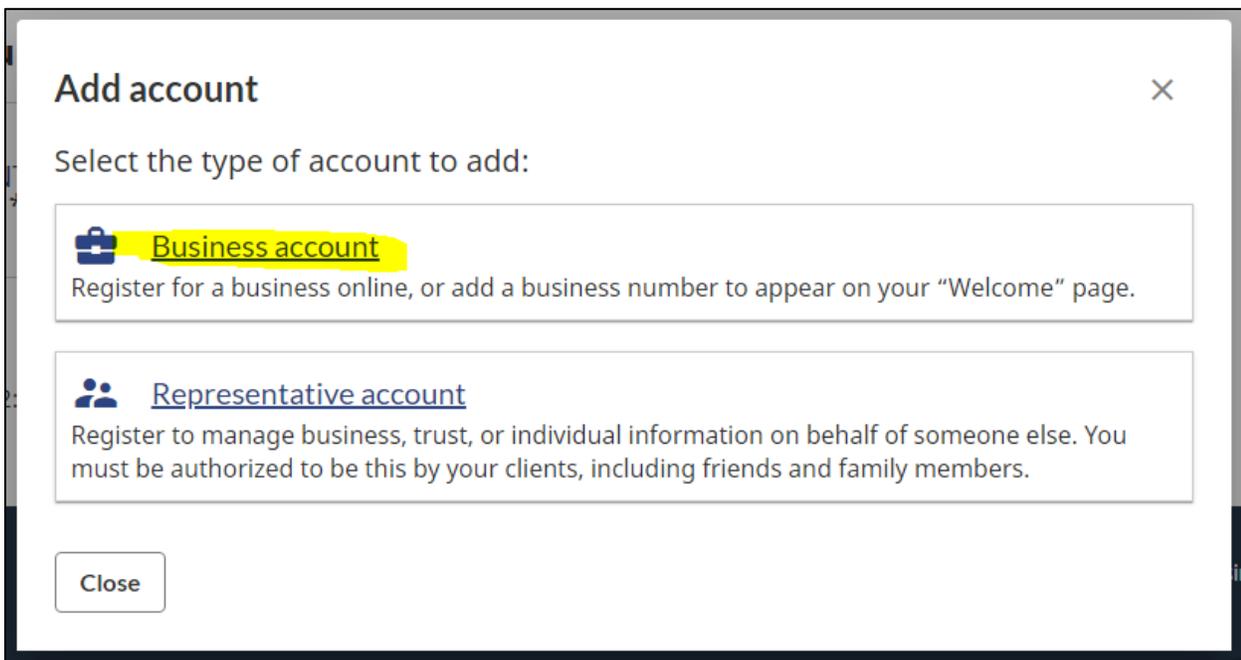
FROM: Taylor Leibow LLP
SUBJECT: Instructions for Adding a Business to your CRA Account
DATE: September 9, 2025

Adding your Business to your CRA Account:

1. Log into CRA:
<https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>
Follow along with our instructions in **blue** and **yellow highlights** on the photos:
2. Select **" + Add account "** on the top right corner.



3. Select **"Business account"**:





4. Select **"Add business number"**:

+ Add account ×

Business account

[Business Registration Online](#)
You will be logged out of your CRA account and taken to the Business Registration Online service.

Add business number
Add an existing business to appear on your CRA account.

Back

5. Enter your first 9 digits of your Business Number ([excludes](#) the RC0001) and Hit **"Submit"**.

Add a business

Fields marked with an asterisk (*) are required.

Business owner:

Social insurance number:

* **Business number**
9 digits

Submit Cancel



MEMORANDUM

- 6. If your SIN has been linked to your Business account, the account will be immediately added to your home page. You can then skip to **STEP 7**.
If not, you will need to provide information about your Corporate Tax Return or GST/HST return:

Add a business

Fields marked with an asterisk (*) are required.

Business owner: [REDACTED]

Social insurance number: [REDACTED]

* **Business number**
9 digits
[REDACTED]

You will only be able to use this service if your BN has a GST/HST (RT) or Corporation income tax (RC) program account and you have filed a return that has been processed.
Please provide the following details to confirm you are the owner of this business:

* **Program account type**
Corporation income tax (RC)

* **Program account number**
EX. 0001

Submit Cancel

Pick a tax return you have received the Notice of Assessment for. This only works with returns that have been processed by the CRA. You can pull all the answers you need from the first 3 pages of your Corporate Tax Return included in your year-end package. Your program account number (i.e. 0001) is the first line on the first page of your Tax Return. The first page will be **Schedule 200** and the program account number will be seen on the first line. The return period end should be the same year as the tax return you have open:

Canada Revenue Agency / Agence du revenu du Canada		T2 Corporation Income Tax Return	200
<p>This form serves as a federal, provincial, and territorial corporation income tax return, unless the corporation is located in Quebec or Alberta. If the corporation is located in one of these provinces, you have to file a separate provincial corporation return.</p> <p>All legislative references on this return are to the federal Income Tax Act and Income Tax Regulations. This return may contain changes that had not yet become law at the time of publication.</p> <p>Send one completed copy of this return, including schedules and the General Index of Financial Information (GIFI), to your tax centre. You have to file the return within six months after the end of the corporation's tax year.</p> <p>For more information see canada.ca/taxes or Guide T4012, T2 Corporation – Income Tax Guide.</p>			055 Do not use this area
– Identification			
Business number (BN) 001 [REDACTED] RC0001			
Corporation's name 002 [REDACTED]		To which tax year does this return apply?	
Address of head office Has this address changed since the last [REDACTED]		060 Tax year start Year Month Day 2024-01-01	061 Tax year-end Year Month Day 2024-12-31



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Select Schedule 200, line 300 from the options. In your year-end package, go to the third page of your tax return, or search "**Taxable Income**" in the pdf:

Taxable income		
Net income or (loss) for income tax purposes from Schedule 1, financial statements, or GIFL	300	879,777 A

Once filled in, your screen should match your tax return. Hit "**Submit**":

You will only be able to use this service if your BN has a GST/HST (RT) or Corporation income tax (RC) program account and you have filed a return that has been processed.
Please provide the following details to confirm you are the owner of this business:

* Program account type
Corporation income tax (RC) ▾

* Program account number
EX. 0001
0001

* Return period end
2024 - 12 - 31

* Return type
T2 - Corporation income tax return ▾

* Line from return
Schedule 200, line 300 - Net income or (loss) for income tax purposes from Schedule 1, financial Statements, or GIFL ▾

* Line value
\$ 879,777.00

Submit Cancel

If you are unsuccessful in your first attempt, try selecting another line in the tax return. Search your tax return using the name of the line item you are looking for.

Please note: If you are unable to add your business, please reach out to us at taxadmin@taylorleibow.com . There may be additional steps required to associate your business with your personal SIN that are not included in this memo.



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7. If you are successful in adding your business, you will get a confirmation page that it has been added. Hit "Close". You should be directed back to the Welcome page or to the Business Account Terms and Conditions page. Select "I agree" to the Terms and conditions (if it pops up):

 Government of Canada / Gouvernement du Canada

Canada Revenue Agency
CRA account

Canada Revenue Agency

Terms and conditions of use

As of January 24, 2025 Print/Save

In order to access your CRA account, you must agree to the following terms and conditions of use.

Authentication terms and conditions of use

The Canada Revenue Agency has a central portal, CRA account, that houses the online taxpayer services of My Account, My Business Account, and Represent a Client as well as other services.

- Once signed in, users can access My Account, My Business Account and Represent a Client, as well as all of the other services available in CRA account in that same session.
- Compliance with the particular terms and conditions of use for a service (such as My Business Account) is necessary to use that service. You may be prompted to accept those terms when accessing the service in question.
- Users can make a request to disable access to CRA account by contacting the [Canada Revenue Agency](#). Disabling CRA account access will prevent the user from accessing any CRA account services, including My Account, My Business Account and Represent a Client. This can be reversed upon request.

Canada Revenue Agency

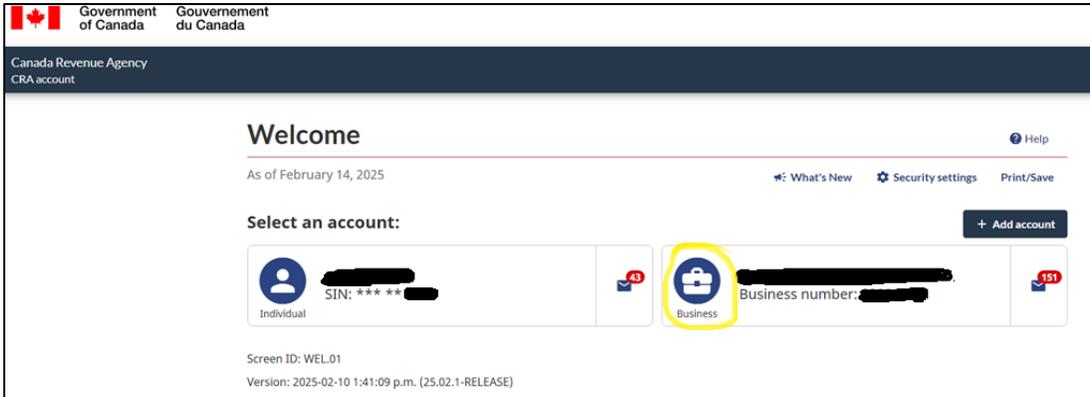
damages you may experience as a result.

7. Without restricting the generality of the foregoing, the Canada Revenue Agency disclaims all liability for any claim in relation to:
 - any matters or factors outside of its control, including the availability or unavailability of the Internet, or telecommunications or other infrastructure systems;
 - the availability or unavailability of the Internet, or telecommunications or other infrastructure systems due to system maintenance;
8. These terms and conditions of use may be amended from time to time. When this occurs, you will be presented with the new version and asked to indicate your acceptance once again.
9. You agree that the Canada Revenue Agency is not responsible for any losses or damages incurred by anyone because of:
 - any transfer of information to the Canada Revenue Agency
 - the non-acceptance of information provided through My Business Account
 - any restriction, delay, malfunction, or unavailability of the My Business Account service.
10. This service is intended for business owners only. If you are a representative, you must use the Represent a Client service. Inappropriate use of this service could result in the revocation or suspension of your online access.

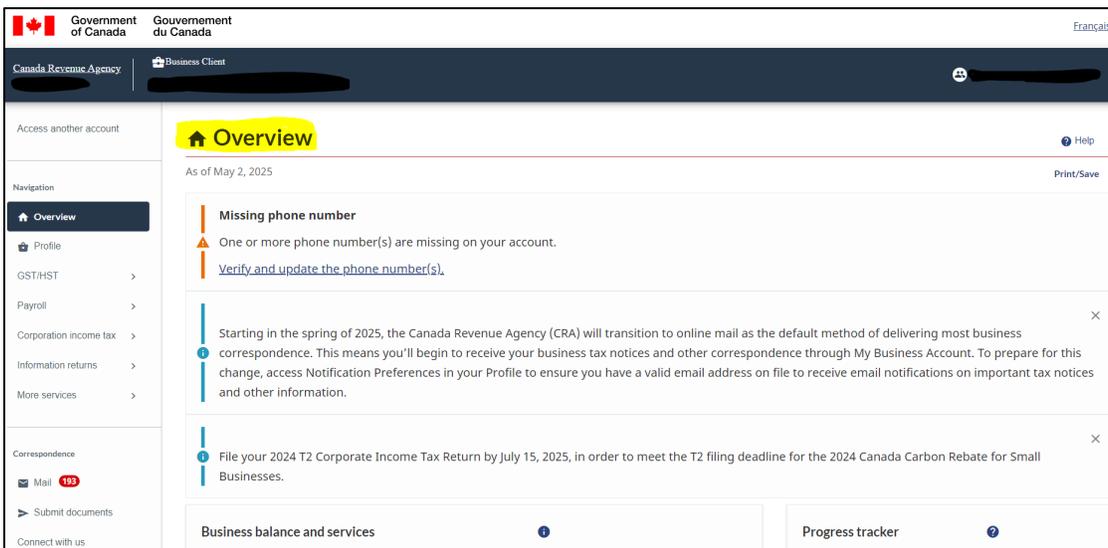
By selecting "I agree" you indicate that you accept these terms and conditions of use.

I agree I do not agree

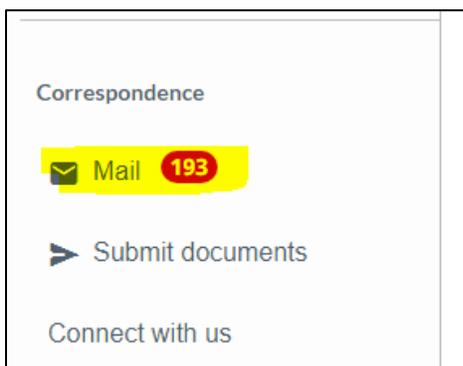
- On the welcome page you should now see a business account beside your individual account. Click on your **Business** account to access the corporate profile:



- The webpage will now open up to the **Overview Page** and will look something like this:



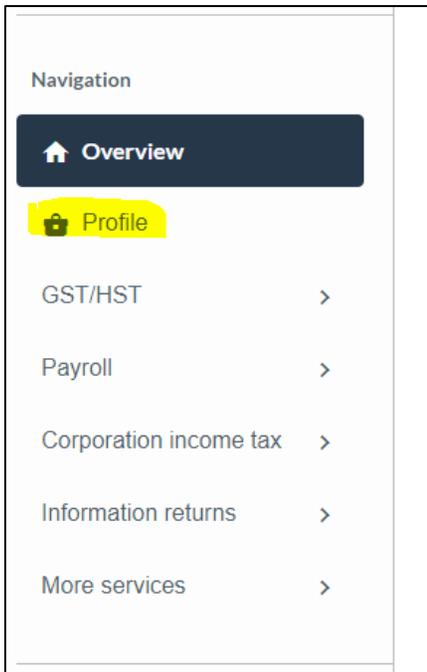
- On the left-hand side panel under **CORRESPONDENCE**, click **Mail**. This is where you will find your Notice of Assessments and other CRA correspondence that was previously mailed to you:





MEMORANDUM

11. To add your email address to your business profile, go back to the [Overview Page](#). Click on **"Profile"** on the left-hand side panel:



12. Scroll down to the bottom of the page. Click on **"Manage notification preferences"** on the right side:

<p>Program account name</p> <p>Corporation income tax - RC0001</p> <p>Not set up</p> <p>Payroll - RP0001</p> <p>Not set up</p> <p>Manage program account names</p>	<p>Notification preferences</p> <p>Add or remove email address(es) to receive notifications when eligible correspondence is available to view in My Business Account or important changes are made on your account.</p> <p>Manage notification preferences</p>
	<p>Language preference</p> <p>Corporation income tax - RC0001</p> <p>English</p> <p>Payroll - RP0001</p> <p>English</p> <p>Manage language preferences</p>

Screen ID: A-MBA-10
Version: 2025-04-04 2:14:42 p.m. (25.02.9-RELEASE)



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13. Click "+ Register email address". Keep in mind only 3 email addresses can be registered for each program account:

Notification preferences

As of May 2, 2025

There are no email addresses on file for this business.

When an email address is added:

- We will stop sending paper mail and send an email when there is mail available to view in My Business Account;
- we will send an email when important changes are made on this account.
- You can add up to three email addresses per program account.

For more information see [notifications from the CRA](#).

+ Register email address

Screen ID: B-NP-01
Version: 2025-04-04 2:14:42 p.m. (25.02.9-RELEASE)

14. Hit "Start".

15. Select "New email address" and type in your email. Be sure it is correct. Hit "Next":

Add email address

✓ Before you begin

1 Enter email information

Fields marked with an asterisk (*) are required.

*Select an option

New email address

Existing email address

*Email address

Back **Next**

2 Select accounts

3 Select additional notifications

4 Review and submit



MEMORANDUM

16. Select all accounts listed individually or by selecting the top checkbox. You may have more or less program accounts than shown below. Ensure **all accounts you have** are selected. Then, click **"Next"**:

2 Select accounts

*** Eligible accounts**

Filter: Account ▾

<input checked="" type="checkbox"/>	Account
<input checked="" type="checkbox"/>	RP0001
<input checked="" type="checkbox"/>	RC0001
<input checked="" type="checkbox"/>	RT0001
<input type="checkbox"/>	

Back **Next**

17. The next page are notifications for additional items. We recommend you select email notifications for all options listed below. Then, click **"Next"**:

3 Select additional notifications

Additional notifications: (Optional)
Choose from the following notifications. Same selection of optional notifications will be applied to all selected accounts.

Payments

Payroll (RP) account(s)

Submit Documents

Back **Next**



MEMORANDUM

18. Review your email and selections to make sure all accounts and options have been checked. Once reviewed, check box **"I have read and agree to the above terms of use"**. Click **"Submit"**:

4 Review and submit

Fields marked with an asterisk (*) are required.

Email information Edit

Email address: [REDACTED]

Accounts selected:

- RP0001
- RC0001
- RT0001

Notifications:

- ✓ Payments
- ✓ Payroll (RP) account(s)
- ✓ Submit Documents

* Confirmation

I have read and agree to the above terms of use.

Back Submit

You have now successfully added your email address to CRA's Online account! The CRA will now notify you via email when mail is available for you to view.

If you have not authorized Taylor Leibow to access your business account online, please refer to the memo **"Instructions for Authorizing a Representative for Businesses"**