

DID YOU KNOW?



Registered charities
can use CRA's My
Business Account!



Canada

Register today to get ready for new online services for charities, coming November 2018.

To get started, you will need:

- Social insurance number
- Date of birth
- Business number
- Personal income tax return from this year and last year
- Current postal or zip code

- 1 Go to My Business Account at canada.ca/my-cra-business-account
- 2a Select "Continue to Sign-In Partner" to log in with a user ID and password you already have (such as online banking)
or
- 2b Select "CRA Register" to create a CRA user ID and password
- 3 Enter the required personal information to verify your identity and your business number, and request a CRA security code
- 4 Receive your CRA security code by mail or by email
- 5 Log in to My Business Account and enter your CRA security code

Now your charity is ready to use My Business Account!

DID YOU KNOW?

Registered charities
can change their
address online!

Follow these simple steps in CRA's My Business Account to update your charity's address online:

- 1 Sign in to My Business Account at canada.ca/my-cra-business-account
- 2 Select "Manage Address" under the RR section of your account dashboard
- 3 Choose your country and enter your new postal code or regional code
- 4 Choose your address from the list and add details such as street number or suite
- 5 Enter the effective date of your address change
- 6 Select the business accounts to which the changes apply
- 7 Confirm and submit

Don't have an account? Register for My Business Account at canada.ca/my-cra-business-account