

How to link your Social Insurance Number (“SIN”) to your Business Number (“BN”)

OPTION 1: CALL CRA

To update the information right away, you will have to call CRA at 1-800-959-5525 (within Canada and the United States) or at 613-940-8497 (from outside Canada and the United States), choose option 6 and update information with the CRA agent. CRA will ask you confidentiality questions. These are the questions that CRA normally asks:

- a) The business number and full legal name of the business
- b) Business address
- c) Information regarding recent tax return filed. (For T2 returns, they usually ask amounts on line 300, line 700 and line 770)
- d) If the business hasn't filed any tax return yet, CRA will usually ask questions regarding the business' incorporation (i.e., date of incorporation, jurisdiction of the corporation and corporation number)

OPTION 2: SUBMIT A WRITTEN REQUEST

Alternatively, we can send a written request to the tax centre (please note that sending a written request could take up to 2-4 weeks to be processed). The letter should be signed and dated by the owner and must have the following information:

- a) Business name and business number (We can send one letter for all the business accounts owned by the same individual)
- b) SIN, date of birth, address, and phone number