# Request to Close Business Number (BN) **Program Accounts**

**NOTE:** In this form, the text inserted between square brackets represents the regular print information.

Use this form if you want to close one or more of your business number (BN) program accounts. If you have other BN program accounts you wish to close, or if you have questions call us at 1-800-959-5525. Send this completed form to your tax centre. The tax centres are listed at www.cra-arc.gc.ca/cntct/tso-bsf-eng.html.

#### Part A - Client Identification

Name	
Business number	

Trade name (if different from legal name)									
Mailing address									
City	Province/Territory	Postal code							
Contact person									
Title									
Area code Telephone number	er 								

## Part B - Cancelling your registration for goods and services tax/harmonized sales tax (GST/HST)

Tick the approp	riate box to show	which GST/HST account this applies to:
RT0001	RT0002	or RT
		(enter your account number)
Please state wh	y you no longer r	need to be registered for GST/HST.

Cancellation date									
Year	Month	Day							

Note: If you are a small supplier, you must have been registered for GST/HST for at least 12 months before you can cancel your registration.

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You have to send us any returns, remittances, or balances owing up to and including the cancellation date.

Will you be transferring your business assets to			
another GST/HST registrant?	Yes	No	

If "Yes", you may be eligible to elect jointly with the purchaser to transfer the property with no tax payable. You and the purchaser must file Form GST44, "Election Concerning the Acquisition of a Business or Part of a Business".

If you hold property for consumption, use or supply in commercial activity when you cease to be a registrant, we consider that immediately before that time, you disposed of each property (other than capital property) at its fair market value, and that you collected GST/HST on that amount. You have to remit the GST/HST on your last GST/HST return. Specific rules apply to capital property. For more information, contact us at 1-800-959-5525.

### Part C - Closing your payroll account

If you prefer to close your payroll account online, you or a representative can use the "Request to close payroll account" service in My Business Account at www.cra.gc.ca/mybusinessaccount.

Tick the appropriate box to show v	which payroll account you wish to close:
RP0001 RP0002 RP0002	or RP (enter your account number)
Please state why you no longer ne for the same reason as you stated tick this box.	·
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Closing date									
Year	Month	Day							

Note: You have to remit any money deducted or withheld at source within 7 days. You have to send us the necessary T4 slips and T4 Summary within 30 days of the day your business ends.

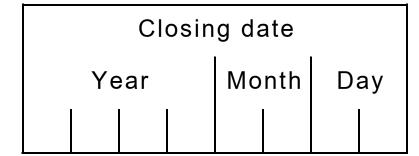
### Part D - Closing your corporation income tax account

Do not use this form for a corporation that has amalgamated or that plans to amalgamate. If you need information about amalgamating and closing an account, call us at 1-800-959-5525.

Tick the appropriate box to show which corporation income tax account you wish to close:

RC0001	RC0002	or RC		
		(enter yo	ur accou	ınt number

Please state why you no longer need your corporation income tax account. If it is for the same reason as you stated in Part B on page 3 [above], tick this box.



Note: You have to file a corporation income tax return up to the date of dissolution. Send us a copy of the instrument confirming the dissolution (for example, the certificate of dissolution or the letters patent of dissolution) with your request to close your corporation income tax account.

#### Part E - Certification

I certify that the information given on this form and in any attached documentation is, to the best of my knowledge, true, correct, and complete, and that I am the client or that I am authorized to sign for the client.

Prir	nt y	our	nan	ne							
Sig	nat	ure						Title			
	Υe	ar		Мо	nth	D	ay				

"Privacy Act", Personal Information Bank number CRA ACB 285.