



BUSINESS SETUP SUMMARY

Ontario · Sole proprietor · Prepared: June 15, 2026

YOUR BUSINESS DETAILS

Owner / Director: _____
Business name: Example Enterprises
Province: Ontario
Structure: _____
Business type: _____
Expected revenue: Under \$30,000
Employees: No (owner only)
GST/HST needed: Not yet (under \$30,000)

YOUR STRUCTURE: SOLE PROPRIETOR

Registration: Register if using a name other than your own legal name (Business Names Act)

Liability: Unlimited personal liability

Tax treatment: Income taxed as personal income; report on T1 Schedule T2125



REGISTRATION CHECKLIST

Ontario - Step-by-step setup guide

STEP-BY-STEP SETUP

- 1 Choose your business structure (sole proprietor, partnership, or corporation).
- 2 Register your business name (if not incorporating) or incorporate (Articles of Incorporation).
- 3 Register for a CRA Business Number at canada.ca/cra-business.
- 4 Register for HST/GST if your revenue exceeds or will exceed \$30,000.
- 5 Open a business bank account (keep personal and business finances separate).
- 6 Register for a municipal business licence if required by your municipality.
- 7 If you have employees, register for a payroll account with CRA.
- 8 Set up your bookkeeping system, keep all receipts and records for at least 6 years.

QUICK REFERENCE - REGISTRATION LINKS

Business name / sole proprietor:

\$60 (online or by mail), valid 5 years – <https://www.ontario.ca/page/ontario-business-registry>

Provincial incorporation:

\$300 (online via ServiceOntario) – <https://www.ontario.ca/business/permits-licences/incorporate-a...>

Federal incorporation (optional):

\$200 (online via Corporations Canada) – <https://ised-isde.canada.ca/site/corporations-canada/en>

CRA Business Number:

Free – canada.ca/en/revenue-agency/services/tax/businesses/topics/reg...



TAX REGISTRATION GUIDE

CRA Business Number · GST/HST · QST · Payroll

FEDERAL: CRA BUSINESS NUMBER (BN)

Register for a Business Number (BN) at CRA My Business Account or by calling 1-800-959-5525. The BN is the foundation for HST, payroll, and import/export accounts.

Register at: canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business.html

GST / HST / QST

Not required yet (under \$30,000 threshold)

Must register for HST when annual taxable revenues exceed \$30,000 in a single calendar quarter or over four consecutive quarters. Voluntary registration is allowed before that threshold.

Register at: canada.ca/cra - My Business Account

PAYROLL (IF HIRING)

Register a payroll account with CRA when you hire your first employee. Deduct and remit CPP, EI, and income tax on a schedule based on your average monthly remittances.

ONTARIO - PROVINCIAL TAX NOTES

- Ontario requires a NUANS name search before approving a corporation name.
- Professional corporations (lawyers, accountants, doctors) have additional requirements.
- Ontario corporations must file an annual return with the Ontario Business Registry each year (no fee).
- The Ontario Small Business Support Grant and other programs may be available. Check ontario.ca/business.



COMPLIANCE CALENDAR

Key tasks for your first year in business

SETUP (One-time)

- ☐ Register business name or incorporate
- ☐ Obtain CRA Business Number (BN)
- ☐ Register for GST/HST when revenues hit \$30,000
- ☐ Register payroll account before first hire
- ☐ Open a dedicated business bank account
- ☐ Set up bookkeeping system (QuickBooks, Wave, Xero, etc.)
- ☐ Workers' Compensation: Register with your provincial workers' compensation board if you have employees (or in some industries, even as sole proprietor). Ontario: WSIB (wsib.ca). BC: WorkSafeBC (worksafebc.com). Alberta: WCB Alberta (wcb.ab.ca). Failure to register = personal liability.
- ☐ Check if provincial sales tax (PST) applies to your business

QUARTERLY

- ☐ Track revenue toward \$30,000 GST threshold
- ☐ Review estimated personal tax payable (installments may be required)

ANNUALLY

- ☐ File personal T1 tax return with T2125 business income schedule (April 30)
- ☐ Review and renew business name registration if expiring

RECORD-KEEPING

- ☐ Keep all business receipts (meals, travel, supplies, subscriptions)
- ☐ Track all income - even cash transactions
- ☐ Separate personal and business expenses - never mix them
- ☐ Back up bookkeeping records (cloud storage + local copy)
- ☐ Keep records for 6 years from the end of the tax year they relate to