

Corporations

New Account Checklist

A corporation is a legal entity. It can enter into contracts and own property in its own name, separately and distinctly from its owners..

To help us ensure you have a seamless onboarding experience to Kawartha, please provide the information below:

Business Details Required:

Certificate and Articles of Incorporation

9-digit CRA Business Number (this would be the first 9 digits of the 15-digit Canada Revenue Agency identifier number).

Business number	Reference number
1 2 3 4 5 6 7 8 9	RP 0002
Program identifier	

Some common CRA programs the identifier number relate to are GST/HST, Payroll Deductions, Corporate Income Tax, etc.

Head office address and mailing address (if different)

Business phone number

Business email

Resolution for banking/signing authority (via Meeting Minutes and/or Letter of Direction)

If operating under a trade name

Business Name Registration or Master Business License

Personal Details Required:

Signers and Administrative Authorities

A signer is anyone that can complete transactions on the account.

An administrative authority is anyone who can make deposits and receive transaction records but cannot debit the account.

Government-issued photo identification

Employment information including industry, occupation, title and start date

Home address

Phone number

Email

Beneficial owners with 25% or more ownership

A beneficial owner is an individual who directly or indirectly owns or controls 25% or more of the entity.

Full legal name

Home address

Percentage of ownership

If the beneficial owner pays taxes in another country other than Canada, we also need their:

SIN

Country they pay taxes in

Country's tax identification number

Other information may be required depending on your business structure and banking needs.

If you have questions about what information or documentation is required, please call 1-855-670-0510.

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