Partnership

New Account Checklist

A partnership is a business agreement between two or more individuals who share management and profits.

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

Business Details Required:

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

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

- [ ] Resolution or letter of direction for banking/signing authority
- [ ] Head office address and mailing address (if different)
- [ ] Business phone number
- [ ] Business email

Personal Details Required:

Business Owners, 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 and title
- [ ] Home address
- [ ] Phone number
- [ ] Email
- [ ] SIN (business owners only)

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

Due to Kawartha Financial Services offering on General, Limited and Limited Liability Partnerships, 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.

kawarthacu.com/resources

kawartha
FINANCIAL SERVICES