

Sole Proprietorship

New Account Checklist

A sole proprietorship is a business that is owned and operated by a single person.

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

Business Details Required:

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.

Business address and mailing address (if different)

Business phone number

Business email

If operating under a trade name

Business Name Registration or
Master Business License

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)

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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