

Step #7 Employee Registrations

If you have employees, don't forget to inquire and register for:

Employer Health Tax, Ministry of Finance
33 King Street West
Oshawa, ON
(905) 436-4561
Toll free 1-800-265-9005

Workplace Safety and Insurance Board
Must register within 10 days of hiring
www.wsib.on.ca to download application
200 Front Street, West Toronto, ON
Toll free **1-800-387-0068**

Step #8 Special Regulatory Business Licenses

Many Businesses have special licenses and/or provincial regulations to follow (i.e. travel agents, mechanics, motor vehicle dealers, and contractors, etc.). Look here for more information on food and garment labeling.

Ministry of Government Consumer Services
Toll Free 1-800-268-1142
Website: www.canadabusiness.ca/ontario
and click onto Regulations

Step #9 Health Regulations

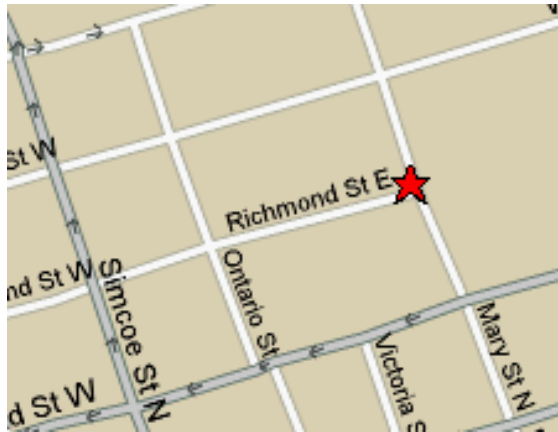
If your business involves health issues (i.e. restaurant, daycare, hair salon, tattoos, body piercing, etc.) you should be aware of health regulations.

Region of Durham Health Department
605 Rossland Rd. East
Whitby, ON L1N 6A3
(905) 668-7711

Step #10 Come back and visit the BACD

Now that you have completed the BACD's top ten steps for starting a successful business, do you have more questions that need answering? We can help you find the answers.

We are happy to serve you and offer convenient methods to retrieve the information you need – visit our centre – check out the website - email or call us.



Business Advisory Centre Durham

Phone: 905-438-4008
Email: info@bacd.ca
Website: www.bacd.ca

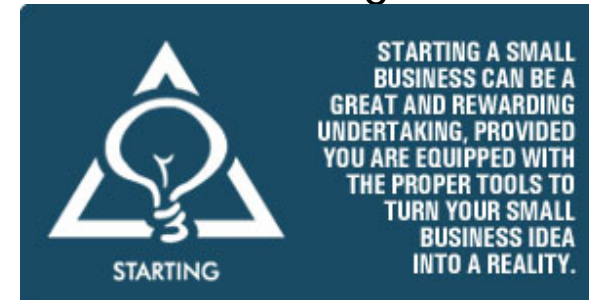


Copyright © 2008

September 2008



10 STEPS TO Starting a Business in Durham Region



Step #1 Visit the Business Advisory Centre Durham (BACD)

Conveniently located in downtown Oshawa

Introduce yourself to our friendly staff and become acquainted with the services we provide.

Visit our website www.bacd.ca for up-to-date listings of seminars & events, professional consulting opportunities, and informative articles.

Learn how the Business Advisory Centre Durham can keep you informed, up-to-date and connected.

Step #2

Market Research/ Business Directories

When conducting market research or developing your business plan gather your information in our resource area at BACD. We have subscriptions to online databases such as:

**Scotts Online
Canadian Business Directory
Associations Canada
Demographics**

You can also try out the **interactive business planner** at www.canadabusiness.ca/ibp Check out the well stocked reference library for resources such as directories and self-help books.

Step #3

Municipal License/ Business Tax/Zoning

Check with your municipal clerk's office to inquire if your business needs a municipal license or is required to pay business tax. If you are running a home-based business they can also advise you on the zoning regulations concerning your home operation.

Go to www.region.durham.on.ca & click on Council for area municipal offices

Step #4

Vendor's Permit Retail Sales Tax

Businesses that sell taxable goods or services are required to charge provincial sales tax. You will receive an exemption number with this registration. There is **no fee** for a Vendor's Permit.

Ministry of Finance, Retail Sales Tax Office
590 Rossland Road East
Whitby, ON L1N 9H5

Tax Fax Forms: 1-877-482-9329
Tax Phone Forms: 1-800-959-2221
For a **free PST & GST/HST workshop** call:
(905) 432-3332 or toll free: 1-800-668-5810
Website: www.trd.fin.gov.on.ca

Step #5

Business Registration

You need to register a business name with the Province of Ontario if you are not operating under your legal name.

There is a \$60.00 registration fee which you can pay on-line using your credit card.

To conduct a name search online it is \$8 per name search.

These fees can change depending on circumstances and are higher for mail in applications. For current information contact:

Service Ontario
Toll Free: 1-800-361-3223

Online

Hooked to the Internet? Register your business and conduct a name search from home at www.cbs.gov.on.ca/obc

You can even register for GST/HST, Payroll Deductions, Corporate Income Tax, and Import/Export online. Go to www.businessregistration.gc.ca

Walk In

License Registry Offices
(OBC Workstations)
Land Registry Office
590 Rossland Road East
Whitby, ON L1N 9G5
Ontario Business Connects Help Line
1-800-565-1921

Step #6

Canada Customs and Revenue Agency

GST- If your business will be collecting \$30,000 or more in gross revenue (products or services) each year, then you must register for the GST. If your sales are less than \$30,000, registration is not mandatory.

GST General Inquiries: 1-800-959-5525

For more information on Revenue Canada www.cra.gc.ca

Business Income Tax– For information on business expenses and deductions pick up the "Business and Professional Income Guide"

Payroll Deductions for Employees– If you have employees, you are responsible for calculation, deduction and remitting income tax, employment insurance and CPP. A free small business kit can be obtained from Revenue Canada.

For Payroll general inquiries 1-800-959-5525

Canada Customs and Revenue Agency
Information on duty or taxes imposed for Import/Export 1-800-461-9999

Revenue Canada, Customs, Excise and
Taxation Forms

- 1) Walk in service only, forms available
78 Richmond Street West
Oshawa, ON
- 2) Call this info line to have forms mailed to you directly 1-800-959-2221
- 3) For Personal Assistance
200 Town Centre Court, Room 475
Scarborough, ON