

# ***Registering Your Business***

The One-Stop Business Registration project is sponsored by the Province of British Columbia and the Government of Canada, as a one-stop location for the following services:

1. Business Name registration.  
and/or
2. Application for registration as a vendor for PST collection.
3. WCB Employer's registration application.
4. WCB Personal Optional Protection Insurance application.
5. Business Number application from Revenue Canada for Corporate Income Tax, Goods and Services Tax, and Payroll (Source Deductions).
6. Import and Export Business Number for customs accounting.

**The One-Stop Business office is in the Community Futures building in Williams Lake**

The fees for searching and reserving your business name is \$30.00, and registering and filing your business name is also \$30.00 for a total of \$60.00.

The fee to register for just WCB, PST, GST and Payroll Source Deductions is just \$30.00 to use the computer kiosk.

## **The one-stop process is as follows:**

1. Attend the Community Futures building during business hours at the counter services:
  - (a) Have a name search/reserve done by one of the staff for the business name you want to use. The fee for the search is \$30.00 with the search/reservation usually completed the same day you make the request.
  - (b) Once the name is approved you have up to 56 days to register your business name. When you are ready to register proceed to the next step.
2. You again attend the Community Futures Building and advise the staff that you now want to register your business name and you will be required to pay another fee of \$32.00 and receive a receipt. Keep your receipt handy, as you need it for your access code at the computer kiosk.
3. BUT, IF YOU DO NOT WISH TO REGISTER A BUSINESS NAME, just your personal name (ie: John Smith), for WCB registration, PST vendor, and Revenue Canada GST and Payroll (source) Deductions, then advise the staff of this and you will pay \$30.00 to use the computer system and your receipt is your access code.

4. You then sit down at the One-Stop Business computer kiosk and follow the easy input steps to register your business name OR personal name for the services you require.
5. Any problems you incur in the computer input process can be handled by the staff, or you can make a toll-free telephone call right at the computer.
6. If you wish, you can close your application, leave the computer and come back within a 60-day period and start where you left off. The registration fee receipt number is your own access code, given to you at the time you start to use the computer, allows you back into your file application.
7. When you have completed what you need, you print the information. The printout tells you at the bottom of each form which is your copy and which form you give to the staff, which they get you to sign for finalization of the registration process, and they keep. There are also some general information forms printed helping you understand the particular registrations you have done. The cover printout page also advises you how long before the particular registrations are effective.
8. You are done!
9. **NOTE:** To register a "Limited" or "Incorporated" company, follow STEP 1 only and the staff will give you a business incorporation kit that outlines the steps required to register your company. You DO NOT use the One-Stop Business process to do this