

Registering Your British Columbia Business With the Proper Authorities

Income Tax

Everyone must file an annual income tax return including:

- Corporations
- Partners
- Sole Proprietors

If you are incorporated, you must open a corporate income tax account with Canada Revenue Agency (CRA).

GST / HST (Goods and Services Tax / Harmonized Sales Tax)

Any business with billings of at least \$30,000 in four consecutive calendar quarters must register for and collect GST/HST. Even if your billings are less than this amount, it may be to your advantage to register.

PST (Provincial Sales Tax)

Anyone selling taxable property or providing certain specified services in British Columbia must register for and collect the PST.

WCB (Workers Compensation Board)

All incorporated businesses and any business employing labour must register with the Workers Compensation Board of British Columbia and remit based on annual payroll.

Payroll

Any business or individual employing any person at any time must register with the CRA as an employer and withhold income tax, Canada Pension, and Employment Insurance. Withholdings must be remitted within a specified period, usually by the 15th of the month following the withholding.

Independent Contractors

Make sure that if you hire independent contractors, that those you hire cannot be construed to be in fact employees, as you may be forced to remit taxes, CPP and EI that you *should* have withheld. If you work in the construction industry, you must report all payments to sub-contractors to the CRA annually.

Business License

To operate a business, you must obtain a business license, obtainable from the city or municipal hall where you operate your business.

**Contact Van Wensem, Eakins and George
to guide you through the process of establishing your business.**

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