

Form B: Instructions for mailing cheques to Canada Revenue Agency

Complete this form if you are applying a payment to your **payroll account**. *Complete Form A if you are applying a payment or instalment to your federal corporate tax account or GST account.*

Filling out the cheque

- Make the cheque payable to the **Receiver General**
- Write the account number on the front of the cheque
 - **Business Number (BN)** is a 9-digit number with the RP program identifier, followed by a 4-digit reference number. Most accounts use the reference number 0001 but some companies may have more than one reference number. Please confirm that you are using the right account.
- State the period ending you want to apply the payment to (Month/Year)

Filling out the letter - complete the following then print out the letter and sign

Contact information:

Your full name: _____

Phone number: (____) _____

Company name: _____

Address: _____

City, Province: _____

Postal code: _____

Today's date: _____

Cheque information:

Cheque number: _____

Cheque amount: _____

Business number: _____

Payroll information:

1. Number of employees in last pay period: _____

2. End of remitting period for which deductions were withheld (yyyy/mm): _____/____

3. Gross payroll in remitting period (dollars only): _____

Mailing to Canada Revenue Agency (federal tax accounts)**Canada Revenue Agency**

875 Heron Road

Ottawa, Ontario

K1A 1B1

Penalties and interest are assessed based on when payment is received by CRA. If the payment is time sensitive it may be faster to send to your local tax services office. For that reason, we send everything to the Edmonton Tax Services Office.

Edmonton Tax Services Office

Suite 10, 9700 Jasper Avenue

Edmonton, Alberta

T5J 4C8

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Suite 10, 9700 Jasper Avenue

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Dear Sir/Madam:

Re:

BN

RP

Attached is cheque # _____ for the amount of \$ _____. Please credit the payment to my payroll account.

Current source deductions for payroll

1. Number of employees in last pay period: _____
2. End of remitting period for which deductions were withheld (year/month): ____/____
3. Gross payroll in remitting period (dollars only): \$ _____

If you have any questions or concerns, please contact me at () _____.
