

Form A: Instructions for mailing cheques to Canada Revenue Agency

Complete this form if you are applying a payment or instalment to your federal corporate tax account or GST account. *Complete **Form B** if you are applying a payment to your payroll 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 a program identifier (RC for corporate tax account or RT for GST account), 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

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: _____
Corporate tax or GST: _____
Payment/instalment: _____
Period ending (yyyy/mm/dd): ____/____/____

Mailing to Canada Revenue Agency (federal corporate 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

Edmonton Tax Services Office

Suite 10, 9700 Jasper Avenue

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Dear Sir/Madam:

Re:

BN

Attached is cheque # _____ for the amount of \$ _____. Please credit the _____ to my
account for the period ending ____ - ____ - ____.

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

