

# Sole Proprietorship

## New Account Checklist

A sole proprietorship is a business that is owned and operated by a single person.

To help us ensure you have a seamless onboarding to Libro, please provide the information below:

### Business Details Required:

- 9-digit CRA Business Number (this would be the first 9 digits of the 15-digit Canada Revenue Agency identifier number).

Business number	Reference number
1 2 3 4 5 6 7 8 9	RP 0002
Program identifier	

Some common CRA programs the identifier number relate to are GST/HST, Payroll Deductions, Corporate Income Tax, etc.

- Business address and mailing address (if different)
- Business phone number
- Business email

### If operating under a trade name

- Business Name Registration or Master Business License

### Personal Details Required:

#### Business Owners, Signers and Administrative Authorities

A signer is anyone that can complete transactions on the account.

An administrative authority is anyone who can make deposits and receive transaction records but cannot debit the account.

- Government-issued photo identification
- Employment information including industry, occupation, title and start date
- Home address
- Phone number
- Email
- SIN (business owners only)

Other information may be required depending on your business structure and banking needs.

If you have questions about what information or documentation is required, please call 1-800-361-8222.

[libro.ca/businessaccount](https://libro.ca/businessaccount)



Let's make money better.