

# Not-for-Profit Organization or Charity

## New Account Checklist

A not-for-profit organization or charity is an organization that does not earn profits for its business owners, but where profits are used in pursuing the organizations' objective and to keep it running.

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

### Business Details Required:

- ☐ Articles of Association (Letters Patent)
- ☐ Bylaws or Resolution for banking/signing authority
- ☐ 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.

- ☐ Head office address and mailing address (if different)
- ☐ Business phone number
- ☐ Business email
- ☐ Listing of Board of Directors

#### If operating under a trade name:

- ☐ Business Name Registration or Master Business License

### Personal Details Required:

#### Signer 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

#### Directors

- ☐ Full legal name
- ☐ Home address
- ☐ Beneficial ownership

A beneficial owner is an individual who directly or indirectly owns or controls 25% or more of the entity

If the director pays taxes in another country other than Canada, we also need their:

- ☐ SIN
- ☐ Country they pay taxes in
- ☐ Country's tax identification number

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.