Tax tip

Tap into your payroll account information

Did you know…

That business owners (including partners, directors, and officers) can use the My Business Account service provided by the Canada Revenue Agency (CRA) to help manage their payroll obligations? Find what you are looking for right when you need it—before, during, and after filing season.

Use My Business Account to:

- file original and amended information returns electronically, including T4 information returns;
- verify if certain returns have been processed, including T4s and T4A information returns;
- check your account balance;
- view activities and transactions on your account, including payments processed by the CRA;
- view due dates for payroll remittances;
- provide a nil remittance, if you had no employees subject to payroll deductions;
- request a Canada Pension Plan/Employment Insurance ruling on a worker's employment status and a determination of whether the employment is pensionable or insurable; or
- access additional services for payroll, goods and services tax/harmonized sales tax, corporation income tax, excise tax and duty, and other levies accounts.

With consent of the business owner, authorized representatives (including employees) can use the **Represent a client** service at **www.cra.gc.ca/representatives** to view, or view and change information, on behalf of the business owner. Representatives who have been authorized by more than one client can access information on each client's behalf during one online session.

For details on the full range of services available in My Business Account, go to **www.cra.gc.ca/mybusinessaccount**.