

Government of Ontario

Information
&
Technology
Standards



Government of Ontario IT Standard (GO-ITS)

GO-ITS Number 59

Business Number Standard

Version 1.1

Status: Approved

Prepared under the delegated authority of the Management Board of Cabinet

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Document History

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2009-06-18	Architecture Review Board; approved version number set to 1.0
2009-05-20	IT Standards Council endorsement
2009-02-04	Created DRAFT 1.0

Requirements Levels

Within this document, certain wording conventions are followed. There are precise requirements and obligations associated with the following terms:

Must	This word, or the terms "REQUIRED" or "SHALL", means that the statement is an absolute requirement.
Should	This word, or the adjective "RECOMMENDED", means that there may exist valid reasons in particular circumstances to ignore the recommendation, but the full implications (e.g., business functionality, security, cost) must be understood and carefully weighed before choosing a different course.

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1. Foreword

Government of Ontario Information Technology (GO IT) Standards are the official publications on the IT standards adopted through the Office of the Corporate Chief Information Officer (OCCIO) for use across the government's IT infrastructure.

These publications support the responsibilities of the Treasury Board Secretariat (TBS) for coordinating standardization of Information & Information Technology (I&IT) in the Government of Ontario.

In particular, GO IT Standards describe where the application of an IT standard is mandatory and specify any qualifications governing the implementation of the IT standards.

1.1. Applicability

All ministries and I&IT clusters are subject to GO IT Standards.

All advisory and adjudicative agencies are subject to GO IT Standards. For the purposes of this document, any reference to ministries or the Government includes applicable agencies.

All other agencies that are using Ontario Public Service (OPS) information and information technology products or services are required to comply with GO IT Standards if they are subject to either the *Management and Use of I & IT Directive* or GO IT Standards by Memorandum of Understanding.

As new GO IT standards are approved, they are deemed mandatory on a go-forward basis meaning at the next available project development or procurement opportunity as applicable.

When implementing or adopting any GO IT Standards, ministries, I&IT Clusters and applicable agencies must follow their organization's pre-approved policies and practices for relevance of this standard and ensuring that adequate change control, change management and risk mitigation mechanisms are in place and employed.

2. Introduction

2.1. Background and Rationale

This standard mandates the use of the Business Number (BN) as well as the use of Business Directory as Business Number enabler by any Government of Ontario Ministry and/or program when identifying businesses within business transactions and in Information Technology applications.

In order to facilitate a cohesive Business to Government (B2G) experience Government of Ontario Ministries and/or programs must adopt the Business Number (BN) and not create Ministry/program specific business identifiers.

The Business Number is a numbering scheme created by the Government of Canada to provide a consistent, standardized way of identifying:

- Businesses that have registered for one or more programs that employ the Business Number scheme
- Program accounts (such as a GST or RST account) created for a business as part of their registration for a government program.

The Government of Canada created the Business Number to reduce costs while streamlining and expediting government services and has designated the Canada Revenue Agency as the issuing organization for the Business Number.

The use of the Business Number by the Government of Canada is governed by the Treasury Board of Canada Secretariat standard TBITS: Business Number - Implementation Criteria.

Business Directory facilitates the assignment and the use of the Business Number in Ontario. It manages cross-references with other program identifiers for the purpose of sharing information within the OPS and with the Canada Revenue Agency (CRA).

Business Directory acts as a single point of interface to CRA services as they relate to the Business Number.

2.2. Target Audience

Any Government of Ontario Ministry and/or program as well as broader public sector that is identifying a business in business transactions or data.

2.3. Scope

2.3.1. In Scope

This document describes the format and use of the Business Number and Business Directory.

Included in the scope of this document are:

- Business Number format, as mandated by the CRA
- The use of Business Directory to facilitate the assignment and the use of the Business Number

2.3.2. Out of Scope

Considered out of scope for this document are:

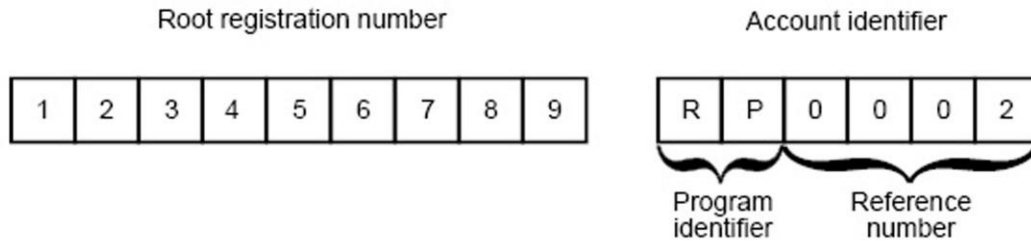
- Business Number maintenance procedures
- Designation of Business Number Program Codes provided by the CRA
- Business registrant attributes

3. Technical Specification

3.1. Business Number Format

Following is mandated by Treasury Board of Canada Secretariat standard TBITS Business Number - Implementation Criteria:

Business Number includes a nine digit registration number and a six character account identifier. The account identifier uses two letters to identify a program and four digits to uniquely identify an operating entity for that program.



Where it is necessary for clarity the following terms are used:

- *BN9*: The nine-digit number which identifies the legal entity (or “client”). The term BN9 is used only to identify the legal entity as part of BN15 and does not exist without program registration (BN15).
- *BN15*: The full fifteen-character identifier which uniquely identifies a program account created for the business.

Root Registration Number

Consists of a 9 digit number that uniquely identifies a private sector entity (e.g. sole proprietor, corporation, partnership, trust, etc.) or a public sector entity (e.g. charity, non-profit organization, educational institution, government department, municipality, etc.). Public and private sector entities, which are required to use the BN in program specific dealings with the Government of Ontario, are defined by government statutes and regulations which created the applicable government programs.

The same registration number shall be used to identify a registrant for every designated program.

Program Identifier

A program identifier consists of a 2 character alphabetic code which identifies a government program or a group of programs.

Reference Number

4 digit number that uniquely identifies one operating entity, designated by the registrant, to undertake program-specific dealings with the Government on the registrant's behalf. A registrant may choose to designate separate or numerous operating entities for each program. Each such operating entity will be identified by a reference number that is program- specific.

Examples

An example of a Business Number applied to multiple programs for the ABC organization:

ABC Co. 123456789

Payroll Account 1: 123456789 TR0001

Account 2- EHT**: 123456789 TE0001

Account 3- EHT**: 123456789 TE0002

** Client with multiple EHT Accounts.

3.2. Business Directory

Business Directory facilitates the assignment and use of the Business Number in Ontario.

Government of Ontario applications must use Business Directory in order to obtain the Business Number from CRA: Government of Ontario systems are mandated to link any equivalent business identification account numbers to the Business Number via Business Directory.

Business Directory must be used as a Business Number cross reference for all equivalent business identifiers used throughout the Government of Ontario.

Business Directory is governed by ServiceOntario and Government of Ontario Ministries and/or programs must consult ServiceOntario for Business Directory membership.

4. Related Standards

4.1. Impacts to Existing Standards

Standards impacted by this standard: None

4.2. Related Standards

GO-ITS 59 is to be considered the authoritative name definitions for Business Number. The GO-ITS 71 standards have a difference in the names of Business Number fields. The table below maps the terminology on identical fields.

GO-ITS 59	GO-ITS 71.00 and 71.01
Root Registration Number	Registration Number
Program Identifier	Account Type
Reference Number	Account Number

4.3. Impacts to Existing Infrastructure

Infrastructure impacted by this standard: None

5. Compliance Requirements

This standard must be applied to all transactions with private and public sector entities.

The Business Number must be adopted when developing new applications or redeveloping or replacing existing applications that require identification of a business.

ServiceOntario is the Custodian of Business Number and Business Directory. Ministries must consult ServiceOntario Business Improvement Division for membership¹.

¹ <http://intra.net.gov.on.ca/serviceontario/about-2/our-organization/organizational-charts/>

6. Roles and Responsibilities

Accountable Role (Standard Owner) Definition

The individual or committee ultimately accountable for the process of developing and maintaining this standard. Where a committee owns the standard, the committee Chair is accountable for developing the standard including future updates. There must be exactly one accountable role identified.

Accountable Role:

Title: **Head-Business Solutions**

Ministry/Cluster: **Government Services Integration Cluster**

Division: **Business Solutions Branch**

Responsible Role Definition

The organization(s) responsible for the development of this standard. There may be more than one responsible organization identified if it is a partnership/joint effort. (Note: the responsible organization(s) provides the resource(s) to develop the standard).

Responsible Organization(s):

Ministry/Cluster: **Ministry of Government and Consumer Services**

Division: **Government Services Integration Cluster**

Branch: **Business Solutions Branch**

Ministry/Cluster: **ServiceOntario**

Division: **Business Improvement Division**

Branch: **Business Services Transformation Branch**

Support Role Definition

The support role is the resource(s) to whom the responsibility for developing and maintaining this standard has been assigned.

Support Role (Editor):

Ministry/Cluster: **Ministry of Government and Consumer Services**

Division: **Government Services Integration Cluster**

Branch: **Enterprise Architecture and Planning Branch**

Contact information can be found on division website:

<http://intra.net.gov.on.ca/gsic/go-it-standards-support-role-information/>

7. Consultations

Areas consulted as part of the development of this standard. Include individuals and committees, councils and/or working groups:

Organization Consulted (Ministry/Cluster)	Division	Branch	Date
Ministry of Government Services	ServiceOntario	Channel & Service Integration	March 2009
Ministry of Government Services	Office of the Corporate Chief Strategist	Policy & Planning Branch	March 2009
Ministry of Government Services	Office of the Chief Information Privacy Officer	Access and Privacy	May 2009
Ministry of Revenue	Tax Revenue Division	Strategic Management Services Branch	March 2009
Ministry of Labour	II & E Secretariat		March 2009
Ministry of Economic Development		Open for Business Secretariat	March 2009
Ministry of Environment			March 2009
Ministry of Transportation	Economics and Transportation Cluster		March 2009
Paul Daly, Lead GO-IT Standards Program	I&IT Strategy and Cyber Security	IT Strategy, Policy and Enterprise Architecture	March 2015

Committee/Working Group Consulted	Date
Open for Business Working Group	March 5, 2009
Solutions Delivery Leadership Committee	March 11, 2009
IT Standards Council	May 20, 2009

8. Appendices

8.1. Normative References

None.

8.2. Informative References

The Treasury Board of Canada Secretariat (1996). Treasury Board Information and Technology Standard (TBITS): Business Number - Implementation Criteria. Retrieved March 3, 2015 from: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17285>

Business Regulation Reform Act, 1994 - O. Reg. 442/95. Retrieved February 23, 2015 from: http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_950442_e.htm