

Ontario Annual Return – Important Information

Effective May 15, 2021, the Canada Revenue Agency (CRA) no longer collects the Ontario Annual Returns for Ontario incorporated businesses. Previously this form was submitted with your annual T2 corporate tax return. Going forward, the mandatory return will be filed through ServiceOntario. The link to the new Ontario Business Registry is as follows: <https://www.ontario.ca/page/ontario-business-registry>.

Before filing the Annual Return, you'll need to register an account with ServiceOntario through ONe-Key. The link to the registration page for ONe-Key is on the webpage of the registry shown above. In addition to the ONe-Key account, you'll also need your corporations "Company Key". This is a 9-digit number provided by the ministry that establishes authority over the corporation. If you don't have a Company Key, you can request a copy through the registry website listed above.

The Annual Return does not contain a lot of information. Most of the information will be the same every year. We recommend reviewing what was submitted previously to help with the first time you file. This information can be viewed in the public registry located at the link above.

The information you'll need to submit the Annual Return is as follows:

1. Corporation name, Ontario Corporation Number (OCN) and official email address (currently on record with the Ministry).
2. Year of Annual Return (corresponds to your corporation's tax year-end)
3. New official email address for the corporation, if applicable.
4. Administrative information for the contact person (name, telephone number and email address). This will not be shown on the public record.
5. North American Industry Classification System (NAICS) primary activity code
 - a. Located on your T2 corporate tax return (page 5 "Additional Information" section)
6. Registered or head office address. This must be in Ontario. A post office box alone is not acceptable.
7. Director(s), their names, address for service, resident Canadian status, if applicable, date elected, and date ceased, if applicable.
8. 5 most senior Officers, their names, address for service, date appointed, and date ceased, if applicable.