# Post-Incorporation Checklist

Everything you need to do after your corporation is set up.

*A free guide from the CPAs at Startcorp · startcorp.ca*

Congratulations — your corporation is official! But incorporation is just the starting line. The first 90 days after your Articles are filed are the most important for setting your business up for long-term success. This checklist walks you through every step, in the right order, so nothing falls through the cracks.

| | | |
|---|---|---|
| **10** | **90** | **0** |
| Steps | Days to complete | Things to forget |

## Banking & Finance

### 1 Open a business bank account

- Your corporation is a separate legal entity — it must have its own bank account.
- Most major Canadian banks (RBC, TD, BMO, Scotiabank, CIBC) offer small business accounts.
- You'll need: Certificate of Incorporation, Articles of Incorporation, and your Business Number (BN).

Note: most banks also ask for a banking resolution authorizing the account — that comes out of Step 8 (your organizing resolutions). It's fine to do that step first if your minute book isn't set up yet.

> ***CPA Tip:*** *Compare monthly fees and transaction limits. Online-first options like Tangerine or Wealthsimple Business often have lower fees for early-stage businesses.*

### 2 Set up business bookkeeping software

- Start clean from Day 1 — don't mix personal and business finances.
- Connect your business bank account and credit card to your accounting software.
- Popular options: QuickBooks Online, Xero, Wave (free for small businesses).

> ***CPA Tip:*** *Keep every receipt — CRA can audit up to 6 years back. A photo in your phone is fine as long as it's legible and stored somewhere organized.*

## Canada Revenue Agency (CRA) Registrations

### 3 Get your Business Number (BN) from CRA

- A Business Number is your corporation's 9-digit tax ID — you need it for everything.
- Register online at canada.ca/business-registration or call CRA at 1-800-959-5525.
- Your BN is also the root for your HST, payroll, and import/export accounts.

> ***CPA Tip:*** *If Startcorp filed your incorporation, your BN may already be registered. Check your document package first.*

### 4 Register for HST / GST

- Registration becomes mandatory once your revenue passes $30,000 in a single calendar quarter, or over four consecutive calendar quarters.
- You can register voluntarily before hitting the threshold — often advantageous if you have large startup expenses (you can claim Input Tax Credits).
- Register at canada.ca or through your CRA My Business Account.

> ***CPA Tip:*** *If you're selling to other businesses (B2B), register from Day 1 — your clients will expect an HST number on your invoices.*

### 5 Set up a CRA My Business Account

- This is your online portal to manage all CRA accounts, file returns, and respond to notices.
- Go to canada.ca and register for My Business Account using your BN.
- Set up direct deposit for any refunds — much faster than a cheque.

> ***CPA Tip:*** *Enable email notifications in My Business Account so you never miss a CRA notice.*

## Payroll & HR Setup

### 6 Open a payroll account (if paying employees or yourself a salary)

- If you'll pay yourself or any employees a salary, you need a CRA Payroll (RP) account.
- Register through My Business Account — it's a sub-account under your BN.
- You must remit CPP contributions, EI premiums, and income tax deductions to CRA on a regular schedule.

> ***CPA Tip:*** *Even if you're the sole owner, paying yourself a salary (vs. dividends only) has CPP and tax implications. Discuss the salary vs. dividend mix with your CPA before your first payroll.*

### 7 Register with WSIB (Ontario corporations)

- Most Ontario businesses with employees must register with the Workplace Safety and Insurance Board (WSIB) within 10 days of hiring.
- Independent operators in certain industries are exempt — check wsib.ca for your industry classification.
- WSIB premiums are based on your industry rate and payroll size.

> ***CPA Tip:*** *Even if you're exempt, consider voluntary WSIB coverage — it protects you if you're injured on the job as an owner-operator.*

## Corporate Housekeeping

### 8 Set up and maintain your Minute Book

- A Minute Book is the official record of your corporation — required by law.
- It must contain: Articles of Incorporation, by-laws, register of directors, register of shareholders, share certificates, and minutes of your first organizational meeting.
- Keep it updated after every significant corporate decision (adding a director, issuing shares, etc.).

Want to generate these yourself right now? Try our free Minute Book Starter Pack tool at startcorp.ca/minute-book-builder.html.

> ***CPA Tip:*** *Your CPA Launch package includes digital minute book setup. If you need a physical binder, ask us — we can refer you to a legal stationer.*

### 9 Hold your Organizational (First Directors') Meeting

- Pass a resolution to: appoint officers, issue shares, adopt by-laws, and authorize the corporation's bank account.
- This can be done by written resolution — no need for an in-person meeting.
- Document everything in your minute book.

> ***CPA Tip:*** *Don't skip this step. Banks and lawyers will ask for your first organizational resolutions when you open accounts or sign contracts.*

### 10 File your Annual Return (corporation information update)

- Federal corporations must file an Annual Return with Corporations Canada every year.
- Provincial corporations have similar annual filing requirements with their registry.
- This is separate from your tax return — it's a corporate registry update confirming your director and registered office info.

> ***CPA Tip:*** *Missing your Annual Return can lead to your corporation being dissolved. Set a calendar reminder for the anniversary of your incorporation date.*

## Key Filing Deadlines — Year 1 at a Glance

| | |
|---|---|
| **HST/GST Registration** | Before $30,000 revenue (or immediately, voluntarily) |
| **First HST/GST Return** | 3 months after your first fiscal year end |
| **T2 Corporate Tax Return** | 6 months after your fiscal year end |
| **Corporate Tax Balance Owing** | 3 months after fiscal year end (2 months if large corp) |
| **Payroll Remittance (if applicable)** | Monthly, 15th of following month (or quarterly) |
| **T4 Slips to employees** | The last day of February, following year |
| **Annual Return — Corporations Canada (Federal)** | Within 60 days of anniversary of incorporation |
| **Ontario Annual Return (Provincial corps)** | Within 6 months of fiscal year end |
| **WSIB Premium Remittance (Ontario)** | Quarterly or annually depending on payroll size |

** Deadlines may vary by province and fiscal year end. Always confirm with your CPA.*

- **CRA My Business Account — canada.ca/my-cra-business-account**
- **HST/GST Registration — canada.ca/business-registration**

## Don't want to track all of this yourself?

Startcorp's Monthly CPA Plan handles your bookkeeping, HST filings, payroll, and T2 corporate tax return — so you can focus on building your business, not your inbox.

**Essentials from $150/mo · Growth from $350/mo · Full-Service (custom)**

**Book a free 30-minute discovery call at startcorp.ca**

**Disclaimer:** This checklist is provided for general informational purposes by Startcorp (startcorp.ca) and does not constitute legal or tax advice. Requirements may vary by province, industry, and individual circumstances. Always consult a licensed CPA or lawyer for advice specific to your situation. Deadlines listed are general guidelines — confirm current deadlines with CRA or your provincial registry.