



Government of Ontario IT Standard (GO-ITS)

GO-ITS 59

Single Business Number Standard

Version #: 1.0

Status: Approved

Prepared for the Information Technology Standards Council (ITSC) under the delegated authority of the Management Board of Cabinet

Foreword

Government of Ontario Information Technology Standards (GO-ITS) are the official publications on the guidelines, preferred practices, standards and technical reports adopted by the Information Technology Standards Council (ITSC) under delegated authority of the Management Board of Cabinet (MBC). These publications support the responsibilities of the Ministry of Government Services (MGS) for coordinating standardization of Information & Information Technology (I&IT) in the Government of Ontario. Publications that set new or revised standards provide enterprise architecture guidance, policy guidance and administrative information for their implementation. In particular, GO-ITS describe where the application of a standard is mandatory and specify any qualifications governing the implementation of standards.

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1. Introduction

1.1 Background and Purpose

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 BN. The use of the Business Number by the Government of Canada is governed by the Treasury Board of Canada Secretariat standard TBITS 30: Business Number - Implementation Criteria (TBITS 30¹).

In order to facilitate a cohesive Business to Government (B2G) experience a common business number is required. The Government of Ontario will leverage the existing Business Number to provide services to businesses that are currently using program specific Business Identification Numbers.

This standard mandates the format and use for the Single Business Number (SBN) which Government of Ontario programs must use if referencing business entities within business transactions and in Information Technology applications. This standard is consistent with requirements laid out in the Business Regulation Reform Act, 1994 - O. Reg. 442/95 s. 4.

In order to support existing business identifiers Business Directory must be used as a business number cross reference for all new and existing business identifiers.

The Ontario Business Directory²:

- Is the vehicle for establishing and maintaining a common business identifier based on the federal government's Business Number and provide an automated link to the Canada Revenue Agency (CRA) who administers the BN.
- Provides coordinated access to business program relationships by providing automated access to cross-reference information, which can be used to identify the same business across programs.
- Facilitates the sharing of tombstone information about a business where supported and authorized by legislation, policy and agreements.
- Cross-references other program identifiers for the purpose of sharing information within the OPS and with the Canada Revenue Agency (CRA).

¹ Treasury Board of Canada Secretariat (2003) "TBITS 30: Business Number - Implementation Criteria" available at www.tbs-sct.gc.ca/its-nit/standards/tbits30/crit30_e.asp

² BD Member Business Process Guide v1.0 – Pg 18

1.2 Scope

1.2.1 In Scope

This document describes the format and use of a single number for all business transactions.

Included in the scope of this document are:

- The format and use of Single Business Number (BN9/BN15)
- The use of Business Directory to facilitate a single business identifier for all interactions with the government

1.2.2 Out of Scope

Considered out of scope for this document are:

- Assignment and maintenance procedures of Business Number as established by the Issuing Organization or Agent
- Designation of Business Number Program Codes provided from the Federal Government
- The use of Ontario Gateway to facilitate Government to Government communications

1.3 Applicability Statements

1.3.1 Organization

Government of Ontario IT Standards and Enterprise Solutions and Services apply (are mandatory) for use by all ministries/clusters and to all former Schedule I and IV provincial government agencies under their present classification (Advisory, Regulatory, Adjudicative, Operational Service, Operational Enterprise, Trust or Crown Foundation) according to the current agency classification system.

Additionally, this applies to any other new or existing agencies designated by Management Board of Cabinet as being subject to such publications, i.e. the GO-ITS publications and enterprise solutions and services - and particularly applies to Advisory, Regulatory, and Adjudicative Agencies (see also procurement link, OPS paragraph). Further included is any agency which, under the terms of its Memorandum of Understanding with its responsible Minister, is required to satisfy the mandatory requirements set out in any of the Management Board of Cabinet Directives (*cf.* Operational Service, Operational Enterprise, Trust, or Crown Foundation Agencies).

As new GO-IT standards are approved, they are deemed mandatory on a go-forward basis (Go-forward basis means at the next available project development or procurement opportunity).

When implementing or adopting any Government of Ontario IT standards or IT standards updates, ministries and I&IT Cluster must follow their organization's pre-approved policies and practices for ensuring that adequate change control, change management and risk mitigation mechanisms are in place and employed.

For the purposes of this document, any reference to ministries or the Government includes applicable agencies.

1.4 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

2. Contact Information

2.1 Roles and Responsibilities

Accountable Role Definition

The individual ultimately accountable for the process of developing this standard. There must be exactly one accountable role identified. The accountable person also signs off as the initial approver of the proposed standard before it is submitted for formal approval to ITSC and ARB. (Note: in the OPS this role is at a CIO/Chief or other senior executive level)

Accountable Role:

Title: **Head-Application Services**

Ministry/Cluster: **Government Services Delivery Cluster**

Division: **Business Solutions Branch**

Responsible Role Definition

The organization 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 provides the resource(s) to develop the standard)

Responsible Organization:

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

Division: **Government Services Delivery Cluster**

Branch: **Business Solutions Branch**

Support Role Definition

The support role is the resource(s) to whom the responsibility for actually completing the work and developing the standard has been assigned. There may be more than one support role identified. If there is more than one support role identified, the following contact information must be provided for each of them. If there is more than one support role, the first role identified should be that of the editor – the resource responsible for coordinating the overall effort.

Support Role (Editor):

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

Division: **Government Services Delivery Cluster**

Branch: **Enterprise Architecture Branch**

Job Title: **Enterprise Business Architect**

Name: **Charles Eckert**

Phone: **416-314-3828**

Email: **Charles.Eckert@Ontario.ca**

Consulted

Please indicate who was consulted as part of the development of this standard. Include individuals (by role and organization) and committees, councils and/or working groups. (Note: consulted means those whose opinions are sought, generally characterized by two-way communications such as workshops):

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

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

2.2 Recommended Versioning and/or Change Management

Changes (i.e. all revisions, updates, versioning) to the standard require authorization from the “responsible” organization.

Once a determination has been made by the responsible organization to proceed with changes, the Standards Section, Technology Adoption Branch, OCCTO, will coordinate and provide assistance with respect to the approvals process.

The approval process for changes to standards will be determined based on the degree and impact of the change. The degree and impact of changes fall into one of two categories:

1) Minor changes - requiring communication to stakeholders. No presentations required. No ITSC or ARB approvals required. Changes are noted in the “Document History” section of the standard;

2) Major changes - requiring a presentation to ITSC for approval and ARB for approval (Note: ARB reserves the right to delegate their approval to ITSC)

Below are guidelines for differentiating between minor and major changes:

Major:

- represents a major version change to one or more specifications
- impacts procurement
- requires configuration changes to current solutions
- impacts other standards
- responds to legislative, policy or procurement changes

Minor:

- represents incremental version changes to one or more specifications
- does not impact procurement (other than informational)
- does not require configuration changes to current solutions
- does not impact other standards
- is not related to legislative, policy, or procurement changes

2.3 Publication Details

All approved Government of Ontario IT Standards (GO-ITS) are published on the ITSC Intranet web site. Please indicate with a checkmark below if this standard is also to be published on the public, GO-ITS Internet Site.

Standard to be published on both the OPS Intranet and the GO-ITS Internet web site (available to the public, vendors etc.)	<input checked="" type="checkbox"/>
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3. Compliance Requirements

3.1 Applicability and Compliance Statement

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

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

Any development, redevelopment or replacement of an IT system with connections to the Canada Revenue Agency (CRA) must implement using Business Directory.

ServiceOntario is the Custodian of Single Business Number and Business Directory. Interested parties must consult ServiceOntario for membership and seek approval from the Business Directory Governance Body³. Implementation is dependent on the availability and capacity of the CRA.

3.2 Standards Alignment

This standard is aligned to Government of Canada TBITS 30 standard.

Government of Ontario IT Standards 71.00 and 71.01 are aligned with this standard around the Registration Number, Program Identifier and Reference Number. In addition GO-ITS 71.00 and 71.01 describe common business information requirements.

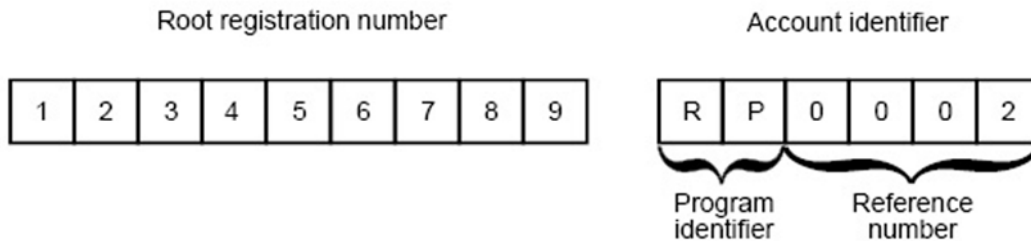
GO-ITS 59 supersedes GO-ITS 71 related to Single Business Number, related definitions and requirements.

³ The Business Directory Governance Body is comprised of government program members that have already adopted Single Business Number and the CRA.

4. Technical Standards and Specifications

4.1 Single Business Number Format

The structure of the Business Number is a 9-digit registration number a 2-character program identifier and a 4-digit reference number.



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 an Ontario registration (BN15).
- *BN15*: The full fifteen-character identifier which uniquely identifies a program account created for the business.

For alignment purposes, the following descriptions are based on TBITS30⁴ from The Treasury Board of Canada Secretariat.

4.1.1 Registration Number

A 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.

The registration number is assigned by the Government of Canada, Canada Revenue Agency.

4.1.2 Program Identifier

A program identifier consists of a 2 character alphabetic code which uniquely identifies a government program.

The program identifier is assigned by the Government of Canada, Canada Revenue Agency.

⁴ Treasury Board Information and Technology Standard (TBITS) 30 –Business Number – Implementation Criteria
<http://www.tbs-sct.gc.ca/its-nit/standards/tbits30/crit30-eng.asp>

4.1.3 Reference Number

A reference number is a 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.

4.1.4 Examples

An example of a SBN applied to multiple programs for the ABC organization.

ABC Co.
123456789

Account 1- RST:	123456789 TR0001
Account 2- EHT**:	123456789 TE0001
Account 3- EHT**:	123456789 TE0002

** Client with multiple EHT Accounts.

4.2 Business Directory

4.2.1 Mandatory BD Member Business Processes

Government of Ontario Applications must use the Business Directory in order to obtain Business Numbers and to link any existing business identification account numbers to complete the following system-to-system transactions:

- **BN9 Validation Search:** This transaction, which provides basic information on the business corresponding to a specified BN9, can be used: (i) to validate a BN9 provided by a client's representative, and (ii) to confirm that a match from the CRA Client Name Search corresponds to the correct business and that CRA permits BN15s to be created for the business.
- **CRA Client Name Search:** This transaction, which finds matching business and operating names in the CRA system, can be used: (i) to determine a BN9 when it is not known, and (ii) to confirm that no BN9 exists for a business.
- **BN15 Request:** This transaction obtains a BN15 from CRA for a new program account. Where a BN9 does not already exist for a business, the BN9 is created as the first step in the process.
- **Withdraw BN15:** This transaction permits you to cancel a request for a BN15 when the request applies to an Ontario corporation undergoing the amalgamation process.
- **Program Account Update:** allows you to update any of the data stored in the BNI. All BD Members will need to implement the business processes and system functionality needed for this transaction
- **Receive Broadcast Messages:** The Business Directory makes it possible for BD Members, CRA and the BD itself to exchange information on events of interest (such as the creation of a new program account or an address change). This is done by exchanging broadcast messages. The BD forwards the message to subscribers whose subscription criteria it matches and who have been authorized by the sender to receive the message.

4.2.1 Optional BD Member Business Processes

Government of Ontario applications may use the Business Directory web user interface to complete the following transactions:

- **Advanced Search:** Provides flexible functionality that can be used to search the BD's Business Number Index for matching businesses or program accounts.
- **Company Profile Search:** Returns all of the data stored in the BD's Business Number Index on the business with the specified BN9 and all of the data stored on all of the program accounts associated with that BN9.
- **Partner Search:** Makes it possible to request detailed information on a BN15 from the Member for whom the BN15 was created. The search request is sent to the BD which then obtains the search results from the BD Member who owns the program account and returns the results to the requestor.
- **Reports:** Business Directory makes a number of reports available.

Government of Ontario applications may use Business Directory for the following system-to-system transactions:

- **Program Account Legal Name Update:** Allows the program to update the legal name associated with multiple program accounts in a single request. Implementation of this transaction is optional; you could accomplish the same thing by sending multiple Program Account Update requests.
- **Send Broadcast Messages:** The Business Directory makes it possible for BD Members, CRA and the BD itself to exchange information on events of interest (such as the creation of a new program account or an address change). This is done by exchanging broadcast messages. A broadcast message is sent to the Business Directory with information on the broadcast message type (e.g., an address change) and the program to which the message applies (e.g., RST).

5. Related Standards

5.1 Impacts to Existing Standards

GO-ITS Number	Describe Impact	Recommended Action (alternatively provide a page number where details can be found)
GO-ITS 71.00 Business Registration Data Elements. Amended February 2001	Registration Number, Account Type and Account Number entities are aligned between the standards.**	Page 6 – Registration Number Page 9 – Account Type and Number
GO-ITS 71.01 Business Registration Interpretation Guidelines. Amended July 1996.	Registration Number, Account Type and Account Number entities are aligned between the standards.**	Page 8 – Registration Number Page 10 – Account Type and Number

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

GO-ITS 59	GO-ITS 71.00 and 71.01	TBITS 30
Root Registration Number	Registration Number	Root Registration Number
Program Identifier	Account Type	Program Identifier
Reference Number	Account Number	Reference Number

6. Document History

Created: 2009-02-04

Endorsed: 2009-05-20

- IT Standards Council endorsement

Approved: 2009-06-18

- Architecture Review Board approval
- Approved version number set to 1.0

7. Copyright Information

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Appendix A: References

Normative References

The Treasury Board of Canada Secretariat (1996). *Treasury Board Information and Technology Standard (TBITS) 30 –Business Number – Implementation Criteria*. Retrieved February 5, 2009 from <http://www.tbs-sct.gc.ca/its-nit/standards/tbits30/crit30-eng.asp>

Business Regulation Reform Act, 1994 - O. Reg. 442/95 – Retrieved February 6, 2009 from http://www.e-laws.gov.on.ca/Download?dDocName=elaws_regs_950442_e