




 **INTUIT**
quickbooks

FINTRAC
CANAFE  Financial Transactions and
Reports Analysis Centre of Canada
Centre d'analyse des opérations
et déclarations financières du Canada

How To Comply with the Quickbooks Canada Online Payroll FINTRAC Requirement



What is the New Quickbooks Online-FINTRAC Requirement?

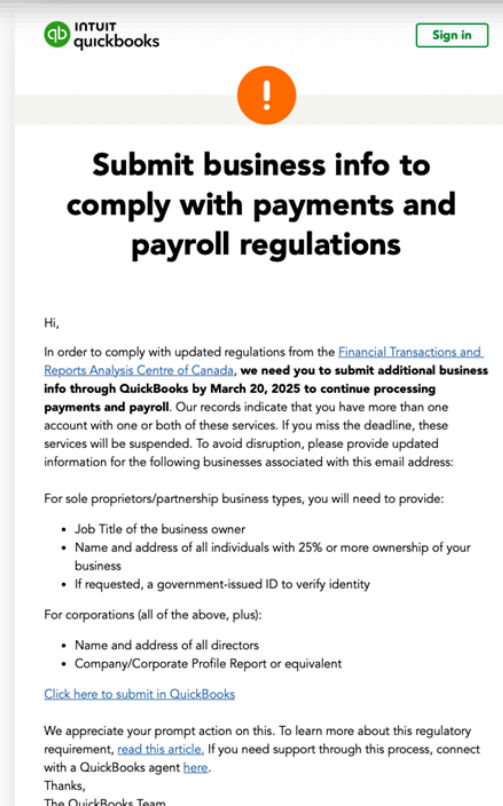
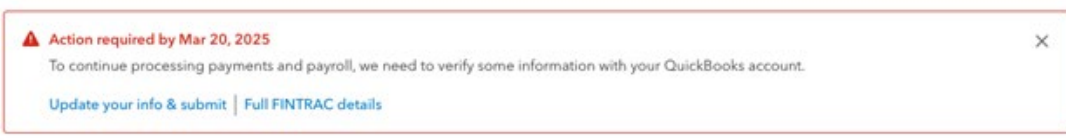
As your trusted advisors at SB Partners, we strive to deliver the most-up-to-date information to make your business processes seamless. We have outlined steps in this document to help assist with the new QuickBooks and FINTRAC payroll requirements. Please note that some of the content included comes directly from QuickBooks and FINTRAC websites.

As a result of the new FINTRAC regulatory requirements, Intuit is updating certain elements within QuickBooks to ensure products are compliant. To meet FINTRAC guidelines and maintain regulatory compliance, QuickBooks now requires this information from all customers in Canada who use their online payment and payroll services.

Customers who are not fully verified may not be able to process payments or payroll transactions. The deadline for compliance is **March 20, 2025**. The review process will take 7-10 business days. **Don't wait until it is too late!**

Notification

Did you Receive and Email or Pop-Up on your QuickBooks Account?



What is FINTRAC?

The Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) is Canada's financial intelligence unit and anti-money laundering and anti-terrorist financing supervisor. It has a mandate to facilitate the detection, prevention and deterrence of money laundering and the financing of terrorist activities, while ensuring the protection of personal information under its control. This applies to all Canadian customers using Intuit's money service products, including Payments and Payroll services.

What does FINTRAC do?

FINTRAC collects, analyzes and discloses financial information and intelligence on suspected money laundering and terrorist financing activities. It was created as part of a Canadian government initiative to fight money laundering and terrorist financing, both domestically and internationally.

More information can be found about [FINTRAC here](#).

How will my information be used?

The information will be used to verify business identity in adherence to Canadian regulatory obligations, including:

- Verifying business name and business address
- Verifying names of directors
- Validating non-profit corporation registration status



Step 1: Obtain Your Corporate Profile

The first step is to obtain your corporate profile in pdf format. This file will be uploaded to your QuickBooks Online account during the confirmation process.

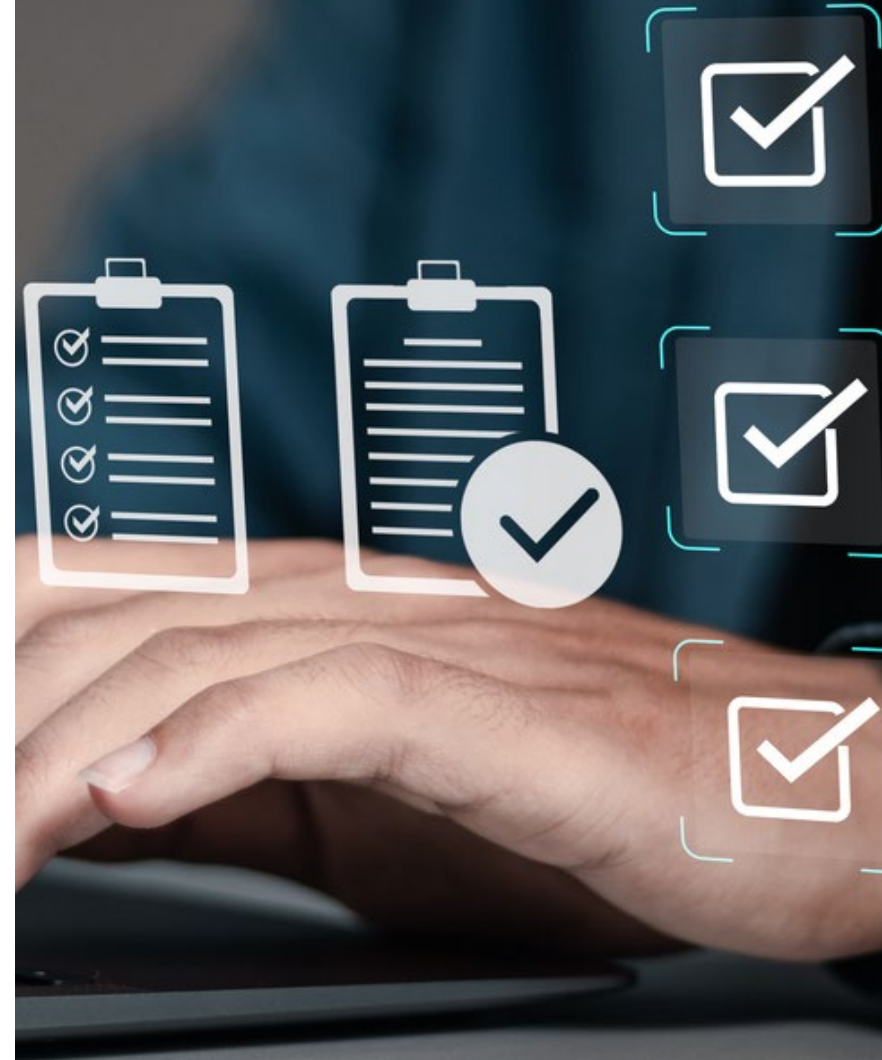
There are two ways that you can obtain your corporate profile:

1. My Ontario Account - Ontario Business Registry

- Government run
- \$8.00 per report

2. Ontario Business Central – if you do not have a My Service Ontario account

- Can be used by all provinces
- \$50.00 per report
- “IF” your information is not correct, you will need to file of notice change with the Ontario Business Registry



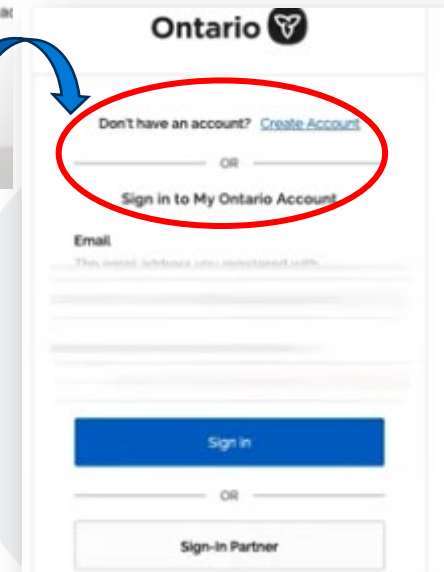
Option 1: Ontario Business Registry

Ontario Business Registry

Step 1: Login to your My Ontario Account

<https://www.ontario.ca/page/ontario-business-registry>

You will be redirected to Create/Login to your My Ontario Account. <https://signin.ontario.ca/signin/register>

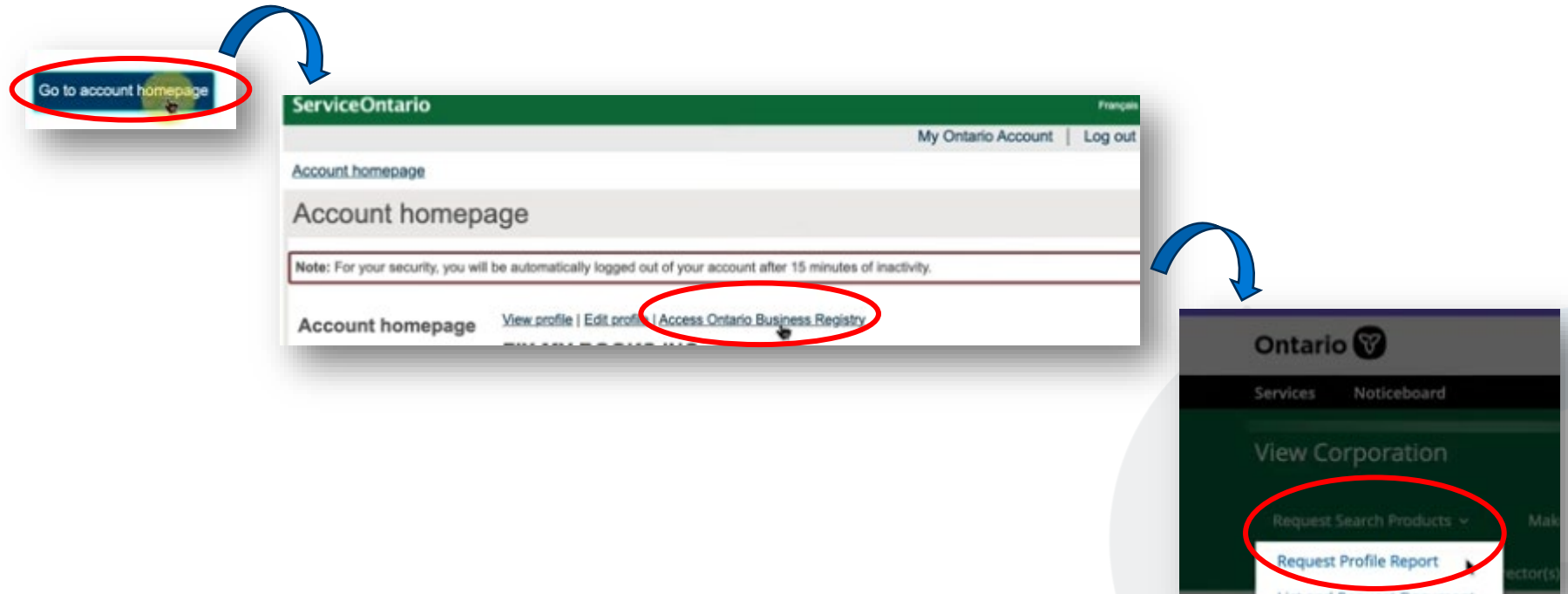


Option 1: Ontario Business Registry

Ontario Business Registry

Step 2: Request Profile Report

- Go to “**Account Homepage**”
- Click on Access Ontario Business Registry
- Select “**Request Profile Report**” from the “**Request Search Products**” drop-down menu



Option 1: Ontario Business Registry

Ontario Business Registry

Step 2: Request Profile Report

- Click on “**Current Report**”
- Enter your email and continue to through the payment process

Request Profile Report

The Profile Report contains information from the public record for the corporation, partners and addresses, etc.

Please select * ?

Current Report

Previous Date


Email *

Confirm Email *

Submit

You will receive a PDF Report that looks like this

Transaction Number:
Report Generated on December 23, 2024, 10:28

Ontario 

Ministry of Public and
Business Service Delivery

Profile Report

FIX MY BOOKS INC. as of December 23, 2024

Act	Business Corporations Act
Type	Ontario Business Corporation
Name	FIX MY BOOKS INC.
Ontario Corporation Number (OCN)	
Governing Jurisdiction	Canada - Ontario
Status	Active
Date of Incorporation	February 06, 2020
Registered or Head Office Address	60 Atlantic Avenue, Suite 200, Toronto, Ontario, M6K 1X9, Canada

Option 2: Ontario Business Central

Ontario Business Central

Step 1: Request Profile Report

- Visit: <https://www.ontariobusinesscentral.ca/forms/corporate-search.php>
- Scroll down to the **“Corporate Search Order Form”**
- Select **“Profile Report”** from the **“What Would You Like to Order?”** drop-down
- Ensure you enter your full legal Business name
- Select **“Ontario”** from the **“Province/Jurisdiction”** drop-down
- Check **Profile Report/Corporate Search**
- Pay the \$50.00 fee and you should have your report within 30 minutes!

What Would You Like to Order?

Profile Report/Corporate Search

Docket # (optional) Reference # (optional)

*Business Name to be Searched

Province/Jurisdiction
Ontario

Profile Report/Corporate Search
Provides head office address, individual(s) listed for businesses, addresses; may provide business activity.
If you aren't sure of the jurisdiction, select where you believe the business operates and we'll take care of the rest.

Gov Fee	Our Fee
\$8.00	\$53.90

Certificate of Status / Compliance / Good Standing
Certificate confirming if a corporation is active.

Gov Fee	Our Fee

Step 2: Collect the Required Information

What Information Does Intuit Need From You? (continued)

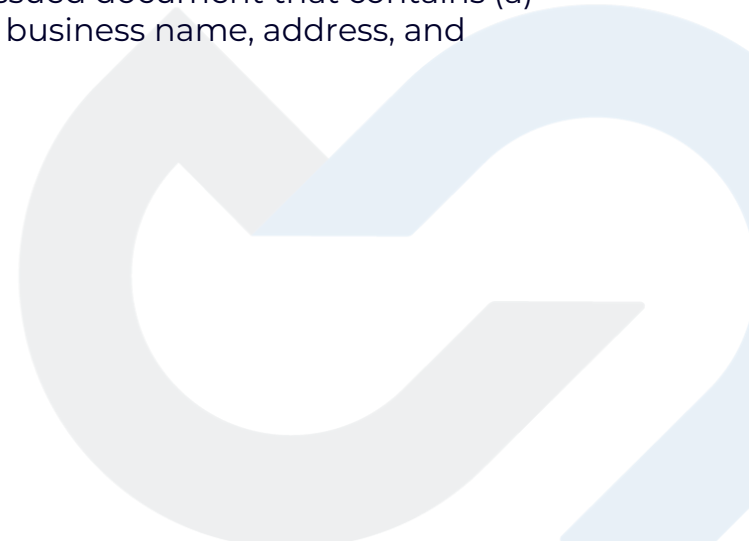
Depending on your type of business, you may be asked to provide the following information:

Sole proprietor:

- Title of the owner
- Government issued ID
- Utility bill

Co-owners/Corporations:

- Name and address of all individuals with 25% or more ownership in your business – Co-owners
- Name and address of all directors if your business is a corporation - Corporations
- A current and valid municipal, provincial, territorial or federal government issued document that contains (a) business name and address or (b) business name and director names or (c) business name, address, and directors. These can include:
 - Company/Corporate Profile Report
 - Articles of Incorporation
 - Certificate of Incorporation
 - Business license (unexpired)



Step 2: Collect the Required Information

What Information Does Intuit Need From You? (continued)

Not for Profits:

- Owner title (this should be the title of person that is representing the NPO while completing this process. For example, CEO.)
- Name and address of all individuals with 25% or greater ownership in your business
- Name and address of all directors, if your business is a corporation
- A current and valid municipal, provincial, territorial or federal government issued document that contains (a) business name and address or (b) business name and director names or (c) business name, address, and directors. These can include:
 - Company/Corporate Profile Report
 - Articles of Incorporation
 - Certificate of Incorporation/Registration as a Canadian Nonprofit
 - Business license (unexpired)



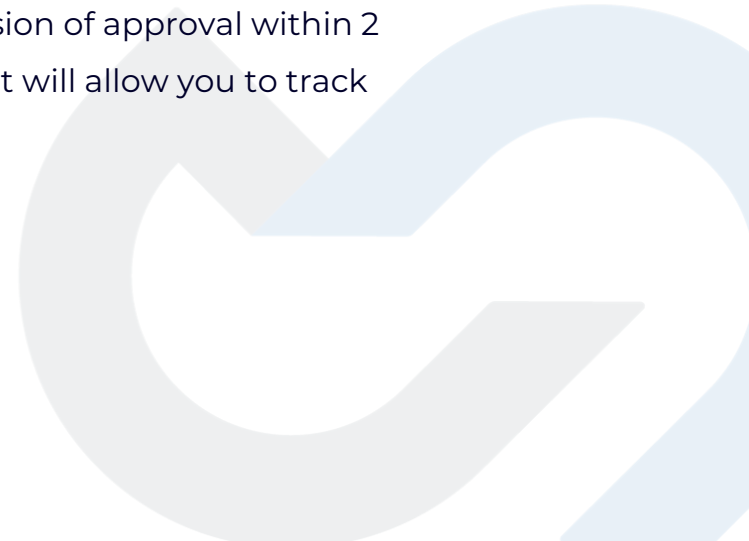
Step 2: Collect the Required Information

Uploading Your Business Profile Report

- Once you have entered the details, the last page will prompt you to upload your profile report
- The upload progress displays at the bottom of the **Select to Upload** screen once you select the document to upload
- Select **Review and finish** upon successful upload of all requested documents
- A green check mark displays on the **Add Info** screen next to the requested documents menu option

Note: You may continue to encounter prompts to upload documents for 2-3 business days after having completed the upload process. Feel free to disregard if you have already successfully uploaded your documents. You do not need this again.

On average, once documents are received, Intuit will review and make a decision of approval within 2 business days. Intuit will send you an email with a case number and a link that will allow you to track your application's progress.



Step 3: Required Information

Completing the QuickBooks Verification Process

Intuit will send you an email with a case number and a link. This will take you to an application allowing you to upload your document to the case.

OR

Once you receive the pdf file from the Ontario Business Registry, sign into your Quickbooks Online account. If you are not prompted, click on the link below to complete the verification process.

https://qbo.intuit.com/app/fintrac/payments/additional_info_needed





Accounting for Our Community

