



9.7.1 Charity Number Application

To apply to be a registered charity under the Income Tax Act, conferences and councils must submit their application online through My Business Account (MyBA) on the Canada Revenue Agency (CRA) website.

Step 1: To access the conference or council’s CRA account online, the representative needs to obtain a repID. To obtain a repID, the representative registers online here: <https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html>

Instructions: <https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client/about-represent-a-client.html#q3>

Step 2: Enter the information in the form below and send it to the National Office to obtain a pending RR account number.

Conference or council Name: _____
 President name: _____
 Representative name and position: _____
 RepID: _____
 Email address: _____ Telephone number: _____

Physical location

Address: _____ City: _____
 Province: _____ Postal code: _____

Mailing address

Address: _____ City: _____
 Province: _____ Postal code: _____

Books and Records address

Address: _____ City: _____
 Province: _____ Postal code: _____

 President signature Date Representative signature Date

Step 3: The SSVN-National Office will send the representative the pending RR account number and all necessary supporting documents.

Step 4: The representative will log in [Represent a Client](#), enter BN# 132410671 and click on Apply for a registration as a charity.

The representative must not submit the application. When the form is completed, all attachments must be sent to the National Office. The National Office will review the online application, attach all required documents and submit the application.