

Required: Business Number for All Employers / Host Organizations

As part of CEWIL Canada's iHUB Student Data Report, it is essential that a nine-digit **business number** is submitted for every employer or host organization involved in a funded WIL experience. This requirement applies to **all partners—private and non-profit**—and is critical for tracking the number of unique organizations participating in iHUB projects across the country.

What is a Business Number?

The business number is the **first 9 digits** of the organization's:

- GST/HST number
- Payroll account number
- Registered charity number

Example of GST/HST Number		
Business Number	Program Identifier	Reference Number
1 2 3 4 5 6 7 8 9	RT	0002

The program identifier will be different (RT, RP, RR), but the first nine digits will be the business number. This number is **not confidential**. It often appears on invoices, official documents, or charity websites.

Even if an organization does not charge GST/HST or is GST/HST exempt, it almost certainly still has a business number:

- If they **employ staff**, they have a payroll account number (which starts with the 9-digit business number)
- If they make **more than \$30,000 annually**, they are required to register for GST/HST
- If they are a **registered charity**, they have a charitable number which starts with the 9-digit business number

Only a **very limited number of organizations** do not have a business number.

Why We Need It

This is **not for tax purposes**. The number is used purely for **tracking and evaluation**. CEWIL Canada's iHUB program is a major Government of Canada investment, and we are required to report accurate data on partner organizations across the country.

How to Find the Number

You may need to ask your partner directly, particularly if their legal name is different than their operating name. Here are some alternative ways to find it:

- **Canada's Business Registries:** Search [here](#) to find a registered business number
- **Charitable, non-profit or volunteer organizations:** Search the [CRA Charities Listings](#) to see if a charity number is registered
- **Entrepreneurial WIL:** If the post-secondary institution's (PSI) incubator or accelerator does not have its own business number, use the business number for the PSI. E-WIL is the only time using a PSI's business number is acceptable.
- **Micro Businesses (no staff, under \$30,000/year):** If they are a registered business, they will still have a business number. Use that.

If You Cannot Find a Number

If, after asking and searching, you are still unable to provide a business number, you or the partner **must** select a reason from the following list:

- Organization earns less than \$30K/year
- Pays 0 employees
- Not a registered charity
- Not incorporated
- Does not file information returns (e.g., RZ programs)
- Other (please specify)

Indigenous Organizations: If no number is available, select "Other (please specify)" and enter the organization's name in the next column

Organizations in Quebec: Do not provide the 10-digit business number used in Québec. This is not the same as the 9-digit number we require, which appears at the beginning of your GST/HST, payroll, or charitable registration number.

Please note: If CEWIL Canada determines that a GST/HST, charity, or business number **should** exist for the organization, you may be required to **resubmit** your Student Data Report or show proof of request to partner.