

## ROE WEB REGISTRATION

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> NEW - Regular <input type="checkbox"/> NEW - Payroll Processor	<input type="checkbox"/> CHANGE IN PRIMARY OFFICER <input type="checkbox"/> REVISED (i.e. change in business name/CRA BN)

Number of Employees	MAIN BUSINESS NAME (Name to be displayed on ROEs) Are you converting from Laser? Yes <input type="checkbox"/> No <input type="checkbox"/>	CRA BN
	Name: Operating as:	RP
Number of Employees	RELATED BUSINESS NAME(S) (Name to be displayed on ROEs)	CRA BN
		RP
		RP
		RP
		RP

<b>MAIN BUSINESS ADDRESS</b> (Address to be displayed on ROEs)			
Address		City	
Province / State	Country / Other	Postal Code	Zip Code

<b>SECONDARY ADDRESS</b> (Mandatory when the above address is a postal box. The physical location must be given)			
Address		City	
Province / State	Country / Other	Postal Code	Zip Code

<b>ROE OVERLAP RULE</b>	
Do you sometimes need to issue <b>two (2) or more</b> ROEs to the same employee for <b>two (2) or more</b> different jobs completed during the same period of time and under the same CRA BN? ROE Web allows you to do this. Do You wish to have this capability? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>PRIMARY OFFICER</b>			
Given Name		Family Name	
Position Title	Telephone Number	Ext.	Fax Number
E-mail Address			

<b>AUTHENTICATION - TO BE COMPLETED BY SERVICE CANADA EMPLOYEE</b> Choose two identifications. <b>One of the two IDs must have a picture</b>				
Birth Certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Driver's Licence <input type="checkbox"/>	Employer's ID <input type="checkbox"/>	Other (please specify)
I authenticated the Primary Officer named above Yes <input type="checkbox"/> No <input type="checkbox"/>			All CRA BN(s) have been verified through PAYDAC Yes <input type="checkbox"/> No <input type="checkbox"/>	

Service Canada Centre	Name of Employee (Print)	Telephone No.	Ext.
Date	Signature of Employee		
Date	Reviewed by (Print name of employee)	Telephone No.	Ext.

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