

ACTION ITEMS

NOTES

- 8 REGISTERING FOR HST AND PAYROLL**
You must register for HST if your Gross Annual Revenue "exceeds the \$30,000 threshold". Call Canada Revenue Agency: **1800 959 5525** or visit: bit.ly/RegisterAccountHST
- 9 FINANCIAL RECORD KEEPING**
Attend BACD BUSINESS FUNDAMENTALS: FINANCIALS & OPERATIONS or book a meeting with a BACD Advisor. Register at: bacd.ca/events To find an accountant or bookkeeper: bacd.ca/expert-network
- 10 BUSINESS INSURANCE**
Insurance is needed for most businesses. See BACD'S Expert Network to find a professional to request a quote for your business: bacd.ca/expert-network
- 11 CAPITAL, GRANTS AND FUNDING**
BACD offers a range of resources in regards to funding sources available. Visit: bacd.ca/grants-funding or bacd.ca/programs
- 12 OPEN A BANK ACCOUNT**
Visit your local financial institution or BACD's Executive Sponsor: AWCCU with a copy of your Business Registration. All BACD referred business accounts enjoy ZERO monthly account fee and transaction fees for first 6 months. Option to apply for a business line of credit. Call 905-728-5187 or visit awccu.com
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- 13 YOUR MARKETING & SALES STRATEGY**
Attend BUSINESS FUNDAMENTALS: MARKETING & SALES and schedule a meeting with an advisor to review your plan. For tools & templates, visit: bacd.ca/marketing
- 14 LAUNCH YOUR BUSINESS**
Have your website, business cards and marketing materials ready! Arrange a grand opening and officially launch. BACD has a grand opening toolkit for you. Just ask us.
- 15 HIRING EMPLOYEES**
Know your requirements as an employer under the Employment Standards Act. Contact the Ontario Ministry of Labour for more information: www.labour.gov.on.ca or **1.800.531.5551**. Ask BACD for info on hiring subsidies and hiring regulations.
- 16 REGISTER FOR WSIB COVERAGE**
Most businesses in Ontario that have employees in Ontario must register with the WSIB within 10 days of hiring. Call WSIB **1.800.387.0750** or wsib.on.ca for more details.

Join us for BACD events - Connect, Learn, Succeed

BACD Biz Lunch • Business Mentor Sessions • Up! Practical Sales Talks • Digital Durham Workshops
Do It In Durham Entrepreneurship Week (November)

Register at: bacd.ca/events

Sign up for our newsletter and get the latest information relevant to your business bit.ly/BACDnewsletter