

## Sole Proprietorship

**Step 1: Explore your [business account](#) options.**

**Step 2: Prepare your business documents.**

- Trade name registration certificate
- or**
- Copy of your Master Business License
- Note - if you operate strictly in your own name alone, no registration is required. For instance, if you operate in your own name, such as "Jane Smith", registration may not be applicable, but operating in the name of "Jane's Flowers", would require evidence of the registration of the trading name.
- One piece of original, valid and current government issued photo identification or two original, valid and current documents from independent and reliable sources of the owner.

**AND**

If you have been in business for longer than 12 months, **one** of the following original documents is required, if applicable:

- Latest Business Notice of Assessment
- Current Liquor License
- Health and Safety Certificate
- Vendor's Permit
- Current utility bill or invoice to business
- Other current and valid government-issued document

**Step 3: Contact us**

- Contact your local [Small Business Advisor](#) to set up an appointment