



BC Single Business Number Project Progress Report – February 2004

EXECUTIVE SUMMARY

The Single Business Number (SBN) Project is an innovative inter-jurisdictional, multiple-agency partnership that will allow businesses in British Columbia to interact with various levels of government using just one common business identifier – the federal Business Number.

The project is being led by the Ministry of Small Business and Economic Development with the full support of the participating federal and provincial partners. The team completed a number of tasks, most notably the development of the BCBN Hub to enable electronic Business Number transactions between the Canada Revenue Agency (CRA), the BC Ministry of Provincial Revenue and the BC Workers' Compensation Board (WCB). The BC Corporate Registry is scheduled to join the Hub in spring 2004.

In addition, a full communications program is in place (see Web site: www.cse.gov.bc.ca/SBNP) and new enabling legislation, the *Business Number Act* (BN Act), has been passed. The Ministry of Finance is responsible for ongoing operations and Fujitsu Consulting is building the enhanced interactive version of the OneStop Business Services application.

In November 2003, the systems to support Business Number transactions via the Hub were implemented.

There are three phases in completing the SBN system.

Phase 1 - Systems Implementation – October 2003 – March 2004

- BCBN Hub went live November 18, 2003
- Enhanced OneStop Business Services system (<http://www.onestopbc.ca/>) becomes available in March 2004

Phase 2 – Initial Partners Join the Hub between November 2003 and Summer 2004

The initial programs will join the Hub in a staggered fashion, as follows:

- BCBN Hub operations are developed so that the initial partner programs can come online between November 2003 until Summer 2004
- Enhanced OneStop Business Services – all partner programs become available in March 2004; improved partner integration for these programs to be phased in during the Summer of 2004.



Phase 3 – Transition of Ownership – September 2003 – March 2004

The transition of responsibility from the Ministry of Small Business and Economic Development's Tourism and Small Business Branch, to the Ministry of Finance's OneStop Business Services Office, located within the Corporate and Personal Property Registry Office, will be completed by March 2004.

Phase 4 – New Partners – Fall 2004 onwards

OneStop Business Services Office will actively pursue and implement new partners for both the BNBC Hub and the enhanced OneStop system.

The SBN Project will lay the groundwork for efficient service delivery to businesses, in the areas of business registration, maintenance of basic records, and full reporting and remittance processing.

SBN OBJECTIVES

The Single Business Number Project is a federal and provincial initiative that is a first step in establishing a more seamless and streamlined way of delivering online services to businesses in British Columbia. This initiative will enable businesses to use their federal Business Number (BN) as a single identification number with various government agencies. The initiative also reduces red tape and duplicated effort because businesses will now have a single window through which they can register for government programs at one time.

WHAT WE'VE ACCOMPLISHED TO DATE

In November 2003, the BCBN Hub was successfully implemented, which enables Business Number messages and broadcasts to flow between Canada Revenue Agency (CRA), the BC Ministry of Provincial Revenue (MPR) and BC Workers' Compensation Board (WCB). Over 180,000 business accounts with a common identifier are now managed by the BCBN Hub.

The status of the major project components are as follows:

- **Project Website**

A full description of the project and the key features, advantages and benefits is available at www.cse.gov.bc.ca/SBNP/

- **Business Number Act**

The new legislation, BN Act, was considered necessary for BC's adoption and use of the Business Number. The legislation was given Royal Assent in October 2003.



- **Systems Development**

The systems integrator for the project, has built the BCBN Hub, which supports the provision of the Business Number to businesses in BC. In addition, the integrator has completed the design phase for the changes to the OneStop Business Services system (www.onestopbc.ca/). These changes are targeted for March 2004.

- **Technical Environment**

Corporate Information Technology Services (CITS) of the Ministry of Management Services has been engaged to provide the technical infrastructure and services needed to operate the BCBN Hub and the improved OneStop applications.

- **Partner Preparation**

All partner organizations have the information they need to proceed with the changes required to accommodate the Business Number processes in their respective business and system infrastructure(s). These changes will be completed to meet the connection schedule as shown below.

- **Transition of Responsibility**

The Ministry of Finance, OneStop Business Services Office, will be responsible for the operations of the BCBN Hub and OneStop Business Services in March 2004. Transition activities from the Ministry of Small Business and Economic Development are well underway.

- **Communications**

Partner organizations have written a joint communications strategy and developed a communications coordination plan. A marketing strategy is currently being developed to improve awareness of the initiative and its benefits.

NEXT STEPS

Phase II of the SBN project is to make the best use of the BCBN Hub. The new OneStop Business Services (OSBS) application will be available through the provincial portal in March 2004. New OneStop services will include online registration, including a “roadmap” showing the recommended program registrations, and change of address features.



British Columbia Business Number (BCBN) Hub

The BCBN Hub now provides an electronic connection between the Province and CRA that enables participating BC partners to:

1. Complete Business Number transactions to:
 - Request new business numbers for their program accounts;
 - Provide updates to Business Number data from their clients;
 - Receive updates to the Business Number data distributed by the BCBN Hub; and
 - Make online inquiries to confirm the existence of Business Numbers.
2. Start to convert BC partners' existing client data to include the Business Number data. It is expected that the majority of each foundation partner's data will be converted within two months of connection. Conversion will involve a significant number of BC business accounts as follows:
 - 100,000 Provincial Sales Tax and Hotel Tax account holders
 - 320,000 BC Corporations, Societies, Co-operatives and Financial Institutions
 - 170,000 Workers Compensation Board account holders (previously converted)

Schedule of Connection to BCBN Hub - Participating Partners & Programs

Partner	Programs	Target Connection Date
Corporate Registry	Incorporation of BC Corporations, Societies, Co-operatives, and Financial Institutions as well as registration of Extra-Provincial Corporations	Spring 2004
CRA	Business Number generation and maintenance	November 2003
MPR	Provincial Sales Tax and Hotel Tax accounts	November 2003
WCB	Employer Accounts	November 2003

Early in 2004 the following will be implemented:

OneStop Business Services Enhanced

The current OneStop Business Services system (www.onestopbc.ca) will be enhanced to single window approach for online business registration and address change. A customer will be able to complete their business registration online and be linked in real time to the registration systems of the BCBN Hub participating partners. In addition, their information will be passed on to other partners of the OneStop application. All clients of OneStop Business Services will be able to update their address for all provincial partners by making a single request. The OneStop application will continue to utilize BCeID as the method of authenticating businesses and will retain other services such as domain name registration. Currently, OneStop is utilized by Industry Canada, over 60 municipalities and over 100 community partner kiosk locations in BC. The introduction of the enhanced version of OneStop will assist in increasing the overall participation levels within government departments and other agencies across BC and federally.



Schedule of Enhanced Online Linkage to OneStop Business Services - Participating Partners & Programs

The changes to each partner's registration process to provide an online integration within OneStop will be phased in over the months following the enhanced version being available. Until that date, the registration to that partner will still be available in the existing OneStop version, and will be passed on to the partner for later processing and notification back to the business.

The table below shows the target dates for the phase in of partners for integrated registration.

Partner	Integrated Registration	Target Implementation Date
CCRA	GST, Payroll, Import/Export,	March 2004
MPR	Provincial Sales Tax and Hotel Tax accounts	BCBN Hub Connect Date March 2004
WCB	Employer Accounts	Spring 2004
Corporate Registry	Incorporation of BC Corporations, Societies, Co-operatives, and Financial Institutions as well as registration of Extra-Provincial Corporations	Mid 2004

SUMMARY

The Single Business Number (SBN) Project is an innovative inter-jurisdictional, multiple agency partnership that will allow businesses in British Columbia to interact with multiple levels of government using just one common business identifier – the federal Business Number. The SBN Project lays the groundwork for service delivery spanning the full spectrum of business-government interactions, including business registration and maintenance of basic records. When the Ministry of Finance (as part of the OneStop Business Services Office) takes on responsibility for the SBN project, the project will enable full reporting and remittance processing, starting with the founding partners and expanding to other government departments and agencies.



FURTHER INFORMATION?

We welcome your comments and questions about the Single Business Number project. Please direct your inquiries to:

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