



# Deadline is Fast Approaching for Accessibility for Ontarians with Disabilities Online Report

The December 31<sup>st</sup>, 2017 is the deadline to complete your online report.

## Completing your Online Report

The Online report will take approximately 20 minutes to complete. If you need assistance, please do not hesitate to contact us.

You will need:

- A computer with Internet and email access.
- Your business number (also called your BN9).

Your business number is like a social Insurance number for your business. Its nine digits long and you use it when you pay your business taxes. You can find it on your federal and provincial business tax returns.

An Ontario Employer Health Tax Account Payment form. It includes the Ontario logo, Ministry of Finance address (33 King St W, P.O. Box 620, Oshawa, ON L1H 8E9), and a table with Business No. (123456789TE0001), Reference No. (L7538042100), and Balance Due (\$1,438.85). The recipient is Norman's Motel, Attention: Norman Smith, 123 Main Street, Oshawa, ON L1X 3R7. Payment instructions are provided, and the form ends with a barcode and the number 96.

Create a username and password. Then click sign up.

Visit [www.ontario.ca/AccessON](http://www.ontario.ca/AccessON) to learn more about reporting.

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