

How to Register for PST in British Columbia

A clear, screen-by-screen guide to the nine-step online registration process.

Blank sample fields are used throughout this guide to protect business and personal information.

OFFICIAL REGISTRATION



[Register to collect PST](#)

Use the Province of British Columbia website to begin.

At a glance

Online Application method Register through the eTaxBC application.	15-25 min Typical completion time Have records and attachments ready first.	Up to 21 days Potential processing time Business days; incomplete applications may take longer.
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Before you start

• Legal name, business number (if available), ownership and incorporation details. • Business contacts, physical locations and mailing addresses.	• Annual and monthly sales estimates, taxable start date and business activities. • Electronic copies of any agreements, certificates or other required documents.
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PREPARATION

Prepare before you register

Collect the core information and supporting records before opening the application.

01 Business identity - Federal business number, if available. - Legal name, trade name and ownership type. - Incorporation number, date and jurisdiction, where applicable.	02 Contacts and locations - At least one business contact. - Head office phone and email details. - Physical and mailing addresses for each location.
03 Sales and activities - Date taxable sales, leases or services begin in B.C. - Annual Canadian sales or a reasonable estimate. - Estimated monthly taxable sales and business type.	04 Supporting documents - Incorporation records, agreements or licences if requested. - Purchase or lease documents for an existing business or assets. - Representative authorization when another person applies for you.

Nine-screen application path

1 Instructions	2 Business Number	3 Ownership and Name	4 Contact	5 Addresses	6 Business Activity	7 Goods Sold/Leased	8 Assets	9 eTaxBC Access
SAVE DRAFT		Use Save Draft whenever you need to pause. A required attachment must be uploaded before the application will allow you to continue.						

Special considerations

Multiple locations Decide whether the locations will use one combined PST account or separate accounts before submitting the application.	Third-party representatives An accountant, bookkeeper or other representative may need formal authorization. Do not share eTaxBC passwords.
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SCREEN-BY-SCREEN GUIDE

Complete the eTaxBC application

Steps 1-2: review the instructions and identify the business.

STEP 1

Instructions

COMPLETE

- Read the opening instructions and confirm that supporting documents are available electronically.
- Review the representative authorization and privacy notices, where applicable.

Before you continue: Use Save Draft if you need more time; required documents must be attached before moving forward.

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Provincial Sales Tax Registration

Instructions

Register to Collect Provincial Sales Tax

Allow 15 to 25 minutes to complete this 9-step registration process and document upload (if required).

Ensure any agreements, incorporation certificates and/or questionnaires are available electronically for uploading during the registration process.

To see a complete list of documents required, see our [Register to collect PST](#) page.

Where a document is required, you cannot proceed to the next screen until the document has been attached.

If you are a third-party representative, a FIN 146 – Authorization or Cancellation of a Representative will be required. Click the link above to access the form (it may save to your computer's Downloads folder).

ⓘ Your Registration can take up to 21 business days to be processed.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information collected by this system is for the purpose of administering your account and all its activities under the authority of section 26(a) and 26(c) of FOIPPA. For information about the collection, use and disclosure practices, please contact Director, Policy, Rulings and Services, PO Box 9442 Stn Prov Govt, Victoria BC V8W 9V7

Cancel Save Draft < Previous Next >

Sample screen - identifying fields are blank for privacy.

STEP 2

Business Number

COMPLETE

- Enter the first nine digits of the federal business number, if one already exists.
- If no business number exists, select No; the registration process can create one.

Before you continue: Enter the core nine-digit number only, not a GST/HST, payroll or other program-account suffix.

BRITISH COLUMBIA eTaxBC - Province of BC

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Provincial Sales Tax Registration

Instructions Business Number

Business Number

If you have a Business Number, select Yes and enter the information below. If you do not have a Business Number, select No and the registration process will create one for you.

Do you have a Business Number? Yes No

Business Number (BN)

ⓘ Your Business Number is the first 9 digits of your GST/HST number.

Previous PST Account

If you have been previously registered for PST, please provide the following:

Previous Business Name: _____

Previous PST Registration Number: _____

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Sample screen - identifying fields are blank for privacy.

SCREEN-BY-SCREEN GUIDE

Complete the eTaxBC application

Steps 3-4: record the legal ownership information and business contacts.

Ownership

Select the type of Ownership

Select the type of ownership and enter full legal name(s). For example, if your business is a corporation under the Business Corporations Act or other legislation, enter that name as it appears on your incorporation certificate. Limited Liability Companies (LLC) are considered a Corporation.

Legal Name *

Required

Incorporation Information

Select incorporation type

Incorporation Number

Include all letters and numbers as shown on your Certificate of Incorporation, for example: BC0715266

Date of incorporation mm/dd/yyyy *

Required

DBA Name

Name under which business is conducted (if different)

Foreign Company

Sample screen - identifying fields are blank for privacy.

STEP 3

Ownership and Name

COMPLETE

- Select the ownership type and enter the legal name exactly as it appears on official records.
- Complete incorporation details and enter a DBA name only when the business uses one.

Before you continue: Confirm spelling, punctuation and incorporation numbers against the source documents.

Business Contact's Information

First Name	Last Name	Country	Phone Number	Extension	Email

You must add at least one business contact.

Business Head Office Contact

First Name

Last Name

Country

Business Head Office Phone Number

Extension

Sample screen - identifying fields are blank for privacy.

STEP 4

Contact

COMPLETE

- Add at least one business contact in the contact grid.
- Complete the business head office contact information shown below the grid.

Before you continue: Use a monitored phone number and email address. A representative may require formal authorization.

SCREEN-BY-SCREEN GUIDE

Complete the eTaxBC application

Steps 5-6: enter business locations, sales estimates and operating details.

Instructions Business Number Ownership and Name Contact **Addresses**

Business Location Address

Country

Street

Street

Unit Type Unit City

Province Postal

☐ Address has been verified

Business Mailing Address

☐ My mailing address is the same as my location address

Financial Institution

Financial Institution:

Address / City:

Division:

Sample screen - identifying fields are blank for privacy.

STEP 5

Addresses

COMPLETE

- Enter the physical business location and verify the standardized address.
- Enter the mailing address or indicate that it is the same as the location address.

Before you continue: Have every B.C. business-location address ready if the organization operates from more than one site.

Instructions Business Number Ownership and Name Contact Addresses **Business Activity**

Business Activity

Date business will start/started making taxable sales/leases/services in B.C. mm/dd/yyyy

Enter only one of the following:

☐ Total Annual CAD Sales (if in business for 12 months or more) Required

☐ Estimated Annual CAD Sales (if in business for less than 12 months) Required

Enter Estimated Monthly Sales:

☐ Estimated Monthly Taxable Sales/Lease/Services in B.C. Required

Based on the information you entered above, your filing frequency will be and your first filing period will be .

You can request a different filing frequency: **Note:** We may not be able to accept all requests

Select type of business:

☐ Retail ☐ Wholesale ☐ Manufacturing ☐ Rental/Lease

☐ Service ☐ Accommodation ☐ Other

Cancel Save Draft Previous Next

Sample screen - identifying fields are blank for privacy.

STEP 6

Business Activity

COMPLETE

- Enter the date taxable sales, leases or services begin in B.C.
- Complete the annual sales, monthly taxable sales and business-type fields.

Before you continue: Enter either total annual sales or estimated annual sales, as directed by the application - not both.

SCREEN-BY-SCREEN GUIDE

Complete the eTaxBC application

Steps 7-8: answer activity questions and upload supporting documents.

STEP 7

Goods Sold/Leased

COMPLETE

- Answer each Yes/No question according to the products, services and activities of the business.
- Indicate whether the business has multiple locations in British Columbia.

Before you continue: Some answers open additional questions or authorization requirements, so review each response carefully.

Provincial Sales Tax Registration

Goods Sold/Leased

Will you be selling software and/or telecommunication services?

Are you a Online Marketplace Facilitator?

Will you be selling liquor?

Will you be selling tobacco at this location? Click Yes to apply for a tobacco retail authorization.

Will you be selling cannabis?

Will you be selling cannabis paraphernalia?

Do you have multiple locations in BC?

Will you be selling and/or leasing motor vehicles?

Will you be selling aircraft?

Will you be leasing aircraft?

Sample screen - identifying fields are blank for privacy.

STEP 8

Assets and Attachments

COMPLETE

- Indicate whether the business is being purchased from a previous owner or is leasing taxable assets.
- Upload the agreements, certificates or other supporting records requested by the application.

Before you continue: A required attachment must be uploaded before the Next button will allow the application to continue.

BRITISH COLUMBIA eTaxBC - Province of BC

Provincial Sales Tax Registration

Assets

Are you purchasing the business from a previous owner?

Are you leasing taxable assets?

Attachments

Type	Name	Description	Size
There are no attachments.			

Add Attachment

Cancel Save Draft Previous Next

Sample screen - identifying fields are blank for privacy.

FINAL SCREEN

Complete eTaxBC access and submit

Step 9 captures the email address used for account enrolment after approval.

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Provincial Sales Tax Registration

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Initial

2

Addresses

3

Business Activity

4

Goods Sold/Leased

5

Assets

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eTaxBC Access

eTaxBC Access

eTaxBC is the convenient and secure way to interact with the BC Ministry of Finance and access a variety of online services. You can quickly and easily file tax returns, make payments, view letters, manage your accounts, and communicate with the Ministry via the secure message system.
If your business makes \$1.5 million or more in total annual national sales or leases, it's mandatory to file returns and pay electronically.

Enter your email address below. An enrolment code will be sent to this email address when your registration is processed. Use this code to enrol for eTaxBC or to add access to this account to your current login.

Email address for eTaxBC access

Confirm email

☐ I consent to receiving email communication from eTaxBC.

⚠ Do not share your email password with anyone. Your password is confidential and should only be used by you. Government employees will never ask for your password.

STEP 9

eTaxBC Access

COMPLETE

- Enter and confirm the email address that should receive the eTaxBC enrolment code after approval.
- Choose whether to consent to email communication from eTaxBC.

Before you continue: Use the enrolment code to add the new account to eTaxBC. Never share an eTaxBC password.

Sample screen - identifying fields are blank for privacy.

What happens after submission

1 Save confirmation Keep the submission reference and copies of the documents uploaded.	2 Ministry review Processing may take up to 21 business days; missing information can delay approval.	3 Receive account details The approval notice provides the PST number, filing details and eTaxBC enrolment instructions.
Official resources Register to collect PST About eTaxBC		B.C. Ministry of Finance Toll-free: 1-877-388-4440 Phone: 1-250-410-0373 Email: CTBTaxQuestions@gov.bc.ca

This guide is a simplified summary for general information only. Confirm current requirements with the B.C. Ministry of Finance.