

Viewing or updating an organization

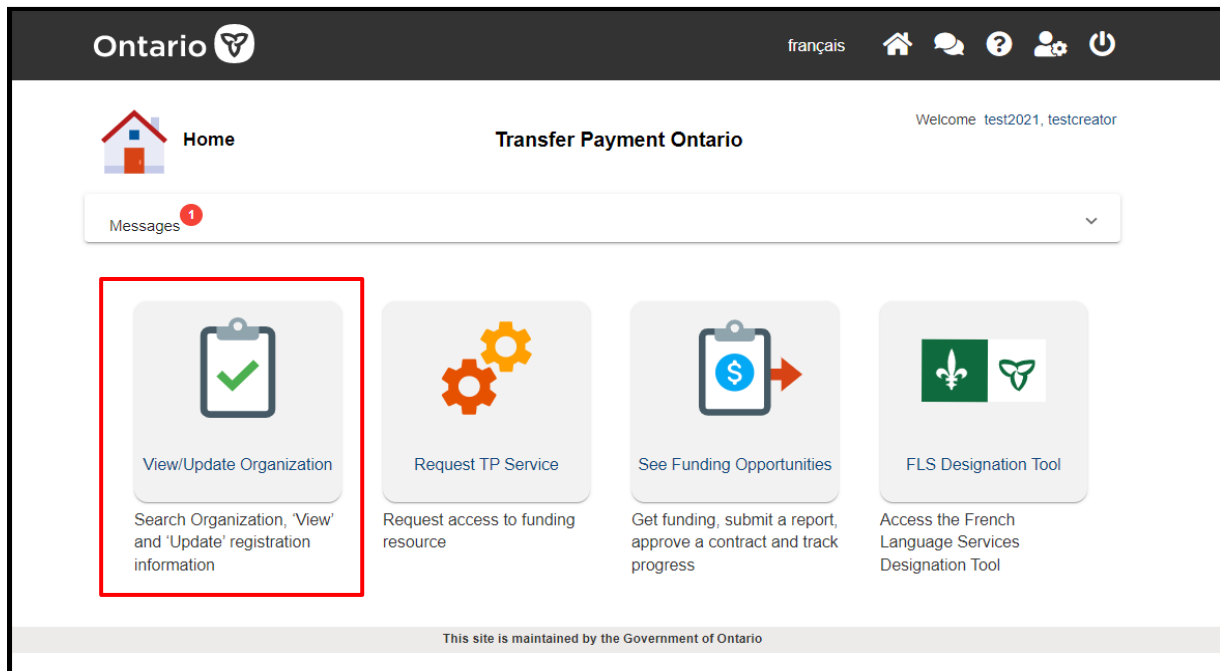
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View/Update Organization

Once you have created an organization or joined an existing organization, the **VIEW/UPDATE ORGANIZATION** menu card will be displayed on the Home Page.

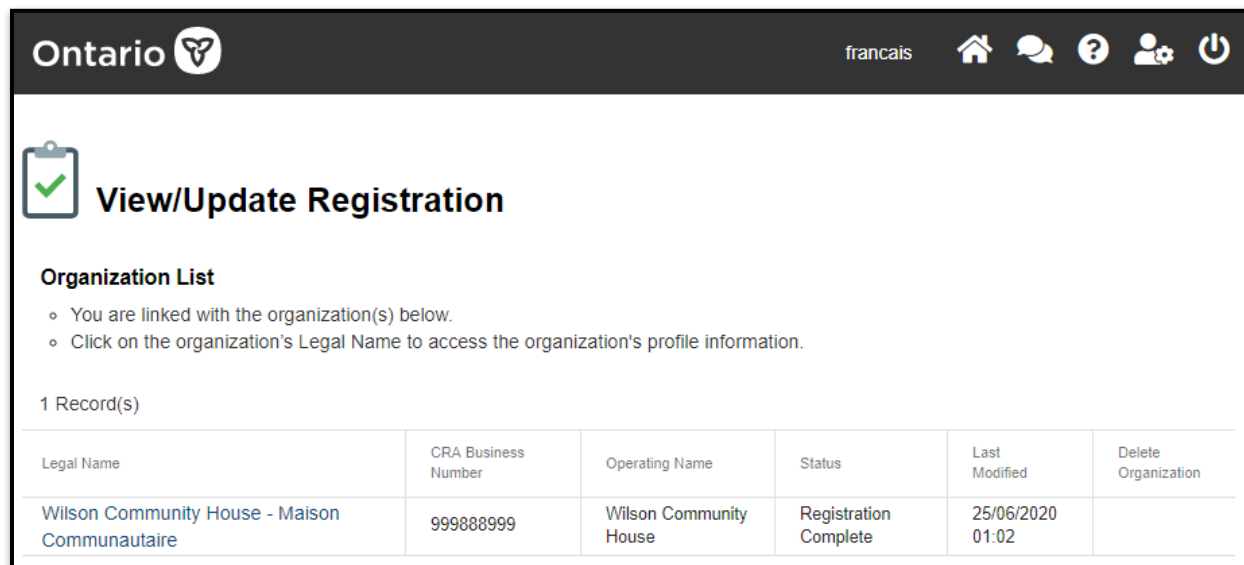
Select the **VIEW/UPDATE ORGANIZATION** menu card.



1 Transfer Payment Ontario Home Page

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The **ORGANIZATION LIST** window appears with a list of organization(s) associated with your profile. Select the **LEGAL NAME** of the organization.



The screenshot shows the 'View/Update Registration' page in French. It features a header with the Ontario logo and navigation icons. Below the header, there is a section titled 'Organization List' with instructions. A table lists one organization: Wilson Community House - Maison Communautaire, with a CRA Business Number of 999888999, Operating Name of Wilson Community House, Status of Registration Complete, and Last Modified date of 25/06/2020 01:02. A 'Delete Organization' button is visible in the table.

Legal Name	CRA Business Number	Operating Name	Status	Last Modified	Delete Organization
Wilson Community House - Maison Communautaire	999888999	Wilson Community House	Registration Complete	25/06/2020 01:02	

2 Organization List Page

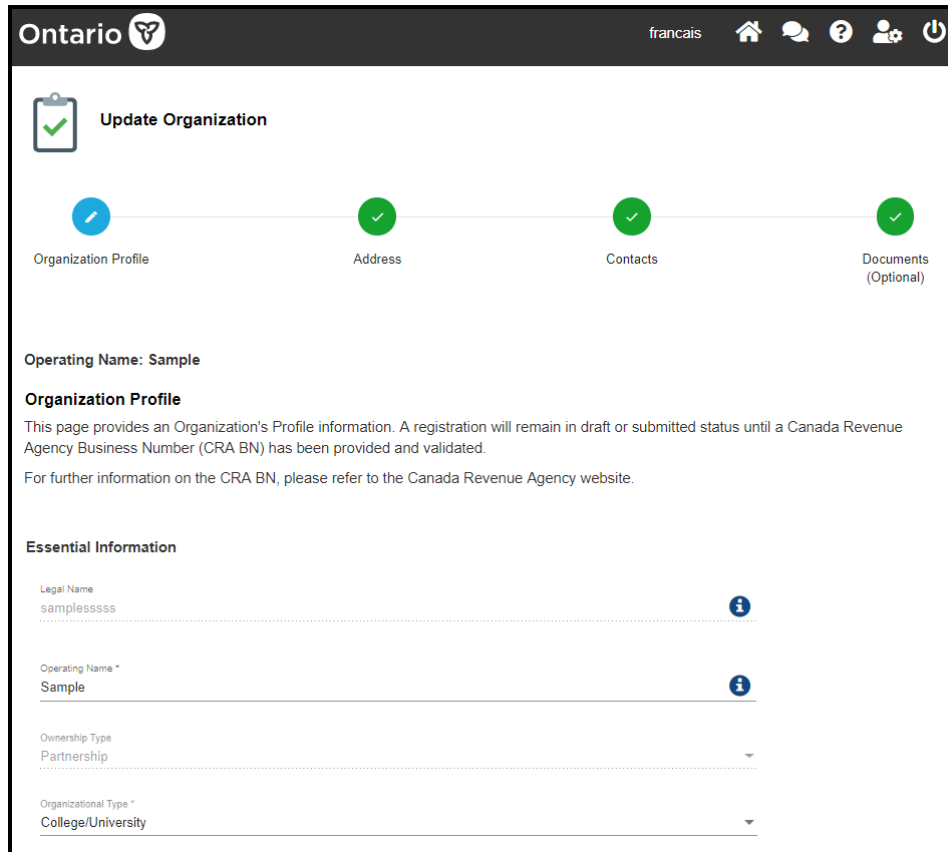
Organization Profile







From the **UPDATE ORGANIZATION** page, navigate between sections using the menu icons:


- ORGANIZATION PROFILE**
- ADDRESS**
- CONTACTS**
- DOCUMENTS (OPTIONAL)**





Note: Only the Organization Admin User can update the organization information. Associate Users have read-only access to the organization's profile information.

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Ontario  français     

 **Update Organization**


   


Organization Profile Address Contacts Documents (Optional)


Operating Name: Sample


Organization Profile
This page provides an Organization's Profile information. A registration will remain in draft or submitted status until a Canada Revenue Agency Business Number (CRA BN) has been provided and validated.
For further information on the CRA BN, please refer to the Canada Revenue Agency website.

Essential Information

Legal Name
samplesssss 

Operating Name *
Sample 

Ownership Type
Partnership 

Organizational Type *
College/University 

3 Organization Profile Page

Tax Compliance Verification Check

Effective January 17, 2022, some organizations are required to confirm their good standing with tax laws and attest to good standing with labour and environment laws in order to receive transfer payment funding from the Province of Ontario (the Province).

Confirmation of good standing will be shown through the completion of the attestation and the separate tax compliance verification (TCV), which will both be considered before funds are provided. The attestation can be completed when updating your organization's information. Completion of the attestation can be done at any time and requires the organization to input information from a completed TCV check.

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This attestation and TCV must be submitted if the following apply:

- If your organization received cumulative transfer payment funding of \$10 million or above from the Province in the previous fiscal year or is entering into a transfer payment agreement with a contract value of \$10 million or above; and
- Prior to entering into a net-new agreement, an existing agreement that is being renewed or an existing agreement that is being amended to include new time-limited discretionary funding.

The attestation can also be submitted on a voluntary basis. If you are unsure if you need to complete this attestation, please check with your ministry funder for more information.

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Update Organization

Organization Profile | Address | Contacts | Documents (Optional)

Operating Name: opname

Organization Profile

This page provides an Organization's Profile information. A registration will remain in draft or submitted status until a Canada Revenue Agency Business Number (CRA BN) has been provided and validated.

For further information on the CRA BN, please refer to the Canada Revenue Agency website.

If you do not have Administrator responsibilities, you cannot update your organization profile. Please contact the Admin User within your organization for further assistance. You can find the person(s) in your organization with an Admin User role by navigating to [Organization Users](#).

Transfer payment recipients must submit the attestation as part of the selection process prior to entering into new agreements, renewed agreements, or amended agreements for new time-limited discretionary funding, unless an attestation has been submitted to the Province within the last year. The Tax Compliance Verification check must be completed and a Tax Compliance Verification number must be provided within the attestation on Transfer Payment Ontario. Please see attestation section for more details.

Essential Information

Legal Name: ⓘ

Operating Name: ⓘ

Ownership Type: -

Operational Type: -

Registered Charity

My organization is a registered charity

Not for Profit

My organization is a not for profit organization ⓘ

Company Website:

Organization Affiliations: ⓘ

Business Information

Do you have a CRA Business Number?

Yes

No

I declare that I am not, to the best of my knowledge, required to have a business number under the federal Income Tax Act in connection with carrying on a business or making deductions or withholdings required under the federal Income Tax Act. I understand that more information on whether I am required to have a business number is available directly from the Canada Revenue Agency.

Attestation ID: ⓘ

Attestation of Compliance and Tax Compliance Verification (Optional) ▼

Additional Organizational Info / Annual General Meeting Info (Optional) ▼

Registration Information

Registration ID ⓘ	71823
Status	Registration Complete
Status Reason	CRA Business Number Not Required
Last Modified By	test, Icvtst2
Last Modified Time	08/01/2022 10:57

4 Attestation of Compliance and Tax Compliance Verification (TCV)

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Attestation of Compliance and Tax Compliance Verification (Optional) ^

Notification:

Please be advised that your organization's attestation is only valid for one-year. If your organization intends to enter into a new, renewed, or amended transfer payment agreement for new funding beyond this date, where an attestation and Tax Compliance Verification is required, please re-attest and ensure that your Tax Compliance Verification information is up-to-date. You may contact your funding ministry for further information and confirmation.

> **Attestation Purpose & Definitions:**

On behalf of tcvtest, I attest to the following:

This attestation is being completed:

Voluntarily ▼

I am an authorized representative of the organization with the authority to enter into a binding agreement with the Province. The information shared in this attestation is accurate and reliable to the best of my knowledge and ability. I have exercised care and diligence in providing this information, including making inquiries of individuals that have knowledge of these matters.

Yes

No

The organization:

a. Is in good standing with the Province's labour laws (i.e. has not been convicted by a court within the last year)

Yes

No

b. Is in good standing with the Province's environmental laws (i.e. has not been convicted by a court within the last year, and has no ongoing appeals)

Yes

No

c. Is in good standing with tax laws (confirmed by the Tax Compliance Verification check)

Yes

No

5 Attestation of Compliance and Tax Compliance Verification (TCV)

Your organization is only required to submit this to the Province once prior to entering into a new transfer payment agreement, renewing an agreement or amending an agreement to receive new discretionary funding; and the attestation is valid one year from the date of submission. That means, if you had submitted an attestation a year ago, you will only need to re-submit (after the previous attestation

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has expired) if you intend to enter into another transfer payment agreement with the Province (new, renewed, or amended).

If you enter into a multi-year transfer payment agreement with the Province, you will only need to submit the attestation once, before the agreement is established. Check with the ministry with which you are entering into a transfer payment agreement for more information regarding whether this attestation is applicable to your situation. Organizations may choose to complete and submit this form voluntarily.

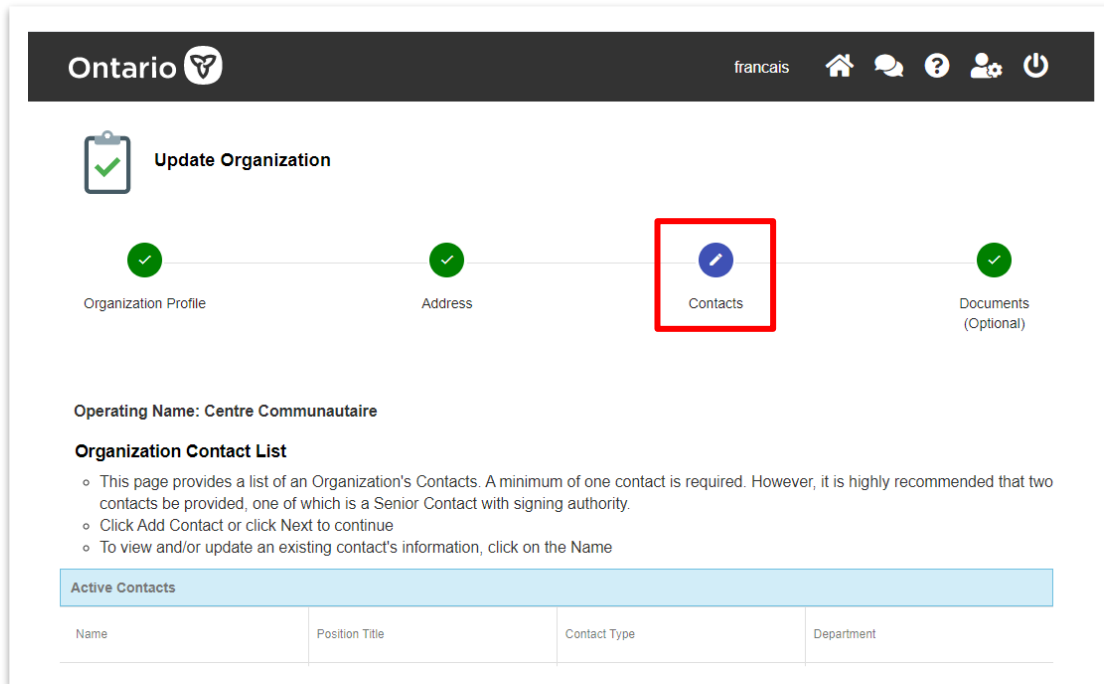
For steps and information on how to verify your tax compliance status, please go to the [Check your tax compliance status](#) webpage; additional information can be found by visiting the [Frequently Asked Questions \(FAQs\) – Tax Compliance Verification Program \(TCV\)](#) webpage.

Contacts

To update the organization's contacts, navigate to the **CONTACTS** menu icon and select the contact that needs to be updated.

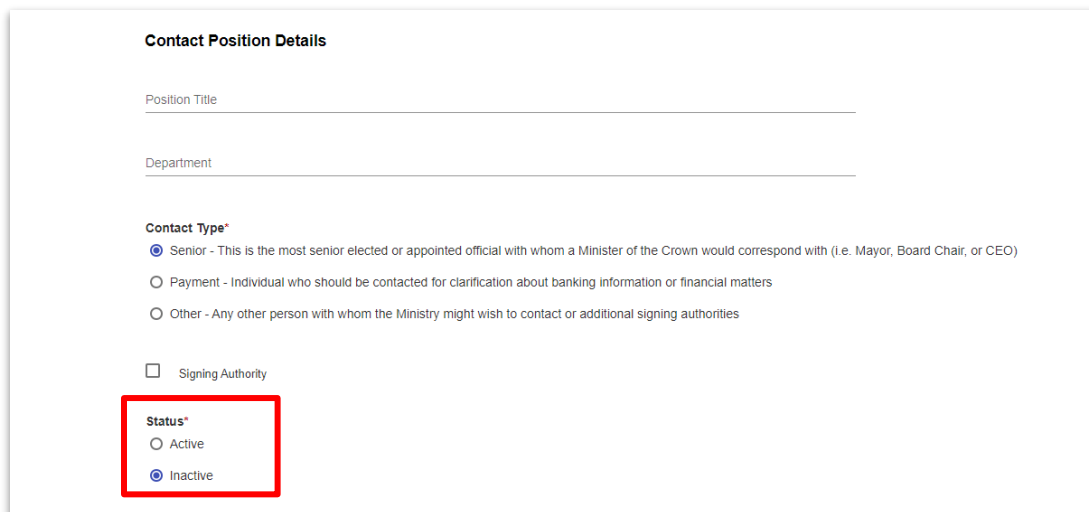
Note: Only the Organization Admin User can update the organization's contacts. Associate Users have read-only access to the organization's contact information.

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6 Organization Contact List Page

To remove an organization's user access, select the **INACTIVE** status in the Organization Contact Information page and select **SAVE**. Once the change is saved, the removed organization user will receive a system notification that their user profile information within the organization was updated.



7 Organization Contact Information

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Documents (Optional)

To attach an organizational document, navigate to the **DOCUMENTS** menu icon and select the **ADD DOCUMENT** button.

Note: Documents attached to the organization profile are automatically included with your submissions. Documents which are no longer relevant can be archived by selecting the **ARCHIVE DOCUMENT** button. Archived documents can be restored from the **VIEW ARCHIVE LIST**.

The screenshot shows the 'Update Organization' page in the Ontario Transfer Payment system. At the top, there is a navigation bar with the Ontario logo, the language 'français', and icons for home, chat, help, user profile, and power. Below the navigation bar, there is a progress indicator with four steps: 'Organization Profile', 'Address', 'Contacts', and 'Documents (Optional)'. The 'Documents (Optional)' step is highlighted with a red box. Below the progress indicator, the 'Operating Name' is 'Kerr Auto Shop'. Under 'Organization Documents', there are instructions: 'To view/download the document, click on the File Name below.' and 'Displaying Active Documents'. A note says: 'Note: Check the box to select one or more documents.' Below this is a table with the following data:

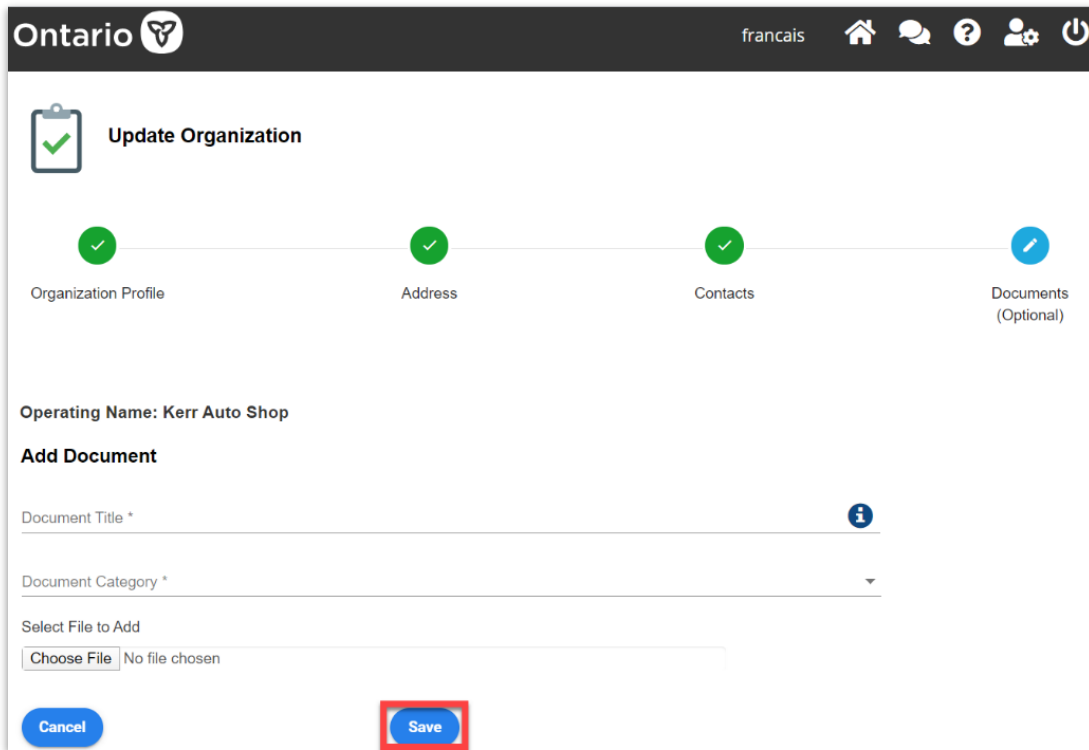
Document Title	Document Category	File Name	Uploaded By	Date/Time
<input type="checkbox"/> Insurance Document	Certificate Of Insurance	Insurance Document.PDF	Kerr, Chris	30/01/2021 13:29






At the bottom of the page, there are three buttons: '+ Add Document' (highlighted with a red box), 'Archive Document', and 'View Archive List'.


8 Organization Documents Pag

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From the **ADD DOCUMENT** page complete all mandatory fields and upload your attachment. Select **SAVE** to continue to the confirmation page.




Ontario français     

 **Update Organization**

Organization Profile Address Contacts Documents (Optional)

Operating Name: Kerr Auto Shop

Add Document

Document Title * 

Document Category *

Select File to Add

Choose File | No file chosen

Cancel Save

9 Organization Documents Add Document page