



SUPPLIER STATUS INFORMATION FORM GST & HST TAX INFORMATION

Please complete and return to:

THE UNIVERSITY OF NEW BRUNSWICK
Accounts Payable & Disbursement Services
8 Bailey Drive,
PO Box 4400
Fredericton, NB
E3B 5A3

VENDOR'S NAME: _____

1. Are you a GST or HST registrant? ☐ Yes ☐ No

If the answer is yes, please indicate your GST or HST registration number: _____
and proceed to #2.

If the answer is no, please complete the following:

Supplier is not required to be registered because:

A. ☐ Supplier qualifies as a small supplier under S.148 of the proposed legislation and the supplier hereby undertakes to advise the University as soon as possible of any changes to the supplier's status. Please read Appendix A.

B. ☐ Other: Specify _____

2. Please note that, in order to ensure that the University has all the information needed to pay your invoices, we must receive the above information and
- Your GST or HST registration number must be shown on all invoices.
 - the GST or HST amount must be shown as a separate item on all invoices for goods and services delivered

We thank you for your cooperation in these matters.

Signed on behalf of Vendor:

Name _____

Date _____

Print Name _____

Title _____



SUPPLIER STATUS INFORMATION FORM

GST & HST TAX INFORMATION

APPENDIX A

The Canada Revenue Agency (CRA) considers individuals who earn less than \$30,000 in the prior twelve (12) months as small suppliers and there is no requirement to register to collect HST. The twelve (12) month period is not associated with a calendar year or any company's fiscal year. It is simply the last 12 month period.

Example:

4 th Quarter ending December 31, 2009	\$7,000
1 st Quarter ending March 31, 2010	\$7,000
2 nd Quarter ending June 30, 2010	\$7,000
3 rd Quarter ending September 30, 2010	<u>\$14,000</u>
Total ending September 30, 2010	\$35,000

In this example, the status as a small supplier cannot extend beyond September 30, 2010 because the small supplier threshold was already exceeded by that date. At this point, you must apply to be registered for the HST within 30 days of the day you make a taxable supply (work performed after September 30, 2010) in Canada otherwise than as a small supplier.

For more information about GST/HST please consult the Canada Revenue Agency (CRA) web site at:

<http://www.cra-arc.gc.ca/E/pub/gp/rc4022/rc4022-12-10e.pdf>

Or

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html>