

**Service Supplier Information Sheet
(October 2016)**

Dear UPEI Service Supplier,

Thank you for working with the University of Prince Edward Island (“UPEI”). In order to process your contract and invoices more efficiently, we ask that you review the following information and fill in the information required to ensure appropriately processing of any invoices.

Legal Name:	Trade or Business Name (“doing business as”): <i>(if applicable)</i>
Identify Legal Status: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	Jurisdiction of incorporation: <i>(if applicable)</i> <input type="checkbox"/> Provincial <input type="checkbox"/> Federal (CBCA) <input type="checkbox"/> International If Provincial, Province of Incorporation: _____
Address:	Telephone: Email: Fax:
Contact Person: Name: Title:	Signing Authority: Name: Title:
Type of Insurance Coverage: <input type="checkbox"/> Commercial General Liability (CGL) <input type="checkbox"/> Errors and Omissions/Professional Liability (E&O) <input type="checkbox"/> Automobile (Auto) <input type="checkbox"/> None	Amount of Insurance Coverage • CGL: \$ _____ • E&O: \$ _____ • Auto: \$ _____
HST <input type="checkbox"/> HST Registrant (HST #: _____) <input type="checkbox"/> Small Supplier (HST Exempt)	Unincorporated Businesses Social Insurance Number: _____

For All Suppliers:

1. Please provide proof of insurance as per your fee-for-service contract.

For Canadian Suppliers:

1. **Direct Deposit:**
UPEI has been proactive in the e-commerce for many years. We encourage our suppliers to fill out our **Supplier Registration for Direct Deposit Form** and attached a blank cheque in order to receive direct deposit payments. Once the form is completed, it only needs to be revised if your business or banking information changes.
Form: http://files.upei.ca/accounting/supplier_registration_form.pdf

2. **HST:**

If you are NOT registered for HST, please fill out our *Small Supplier HST Declaration Form*. If this form is not filled out, we will expect that you will charge HST on your invoices. To receive payment, a valid business invoice must be issued to the University containing a HST registration number or information indicating that the business is not required to be registered for HST purposes. **PLEASE NOTE: HST must be charged at the PEI rate of 15%**

Form: http://files.upei.ca/accounting/small_supplier_hst_.pdf

3. **Unincorporated Businesses:**

If you are an unincorporated business (i.e. sole proprietor, or partnership), UPEI is required to issue a T4A to you for tax purposes. Please see a Sample Invoice at the below link to assist you in providing all of the required information.

Invoice Sample: http://files.upei.ca/accounting/invoice_sample.pdf

For International Suppliers:

1. **Payment of invoices:**

UPEI pays its international suppliers using a Wire Transfer. Therefore, you are required to fill out a UPEI Wire transfer information form with all of the appropriate information to complete the transfer.

Wire Transfer Form: <http://www.upei.ca/finance/accounting/forms> - *select Wire Transfer Form*

2. **Tax Withholdings and Reporting:**

UPEI is required to withhold fifteen (15%) for payments to Non-resident suppliers (individuals and corporations) for the portion of services performed in Canada unless a waiver of withholding tax is provided. At the end of the calendar year, UPEI will issue a T4N-R for all of the payments made to an individual supplier and report any withholdings.