



UNIVERSITY
of Prince Edward
ISLAND

**Small Supplier HST
Declaration Form**

In order to sell goods or services to University of Prince Edward Island you must be registered to collect HST or qualify as a small supplier under HST legislation. According to HST rules:

*“A person qualifies as a small supplier throughout a calendar quarter and the following month if his/her **total revenues** from taxable supplies or services in Canada **in the four calendar quarters immediately preceding the particular quarter do not exceed \$30,000.00.**”*

To facilitate payment please sign and date the following HST exemption declaration form OR submit a corrected invoice to the University. Your corrected invoice should include HST and HST registration number. Please forward the appropriate document to UPEI, Accounting Office.

DECLARATION

Company Name: _____
 Name: _____ Phone Number: _____
 Mailing Address: _____

 City: _____ Province: _____ Postal Code: _____
 Email: _____

I certify that I qualify as a small supplier under the Good and Services Tax and have not registered to collect the HST.

Name: (Print): _____ Title: _____
 Signature: _____ Date (mm/dd/yy): _____

DECLARATION

Please return this form by Email : invoices@upei.ca
 Or mail : UPEI Accounting Office, 550 University Ave.
 Charlottetown, PE C1A 4P3

THIS FORM IS VALID FOR ONE YEAR

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of exemption of charging or collecting HST. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.