

SUPPLIER INFORMATION FORM (SIF)

Guidelines

To be set up in RRU's Financial system as a Supplier, this form must be completed.

Your Supplier information must be kept current in our system to ensure payments are completed error free (payee name, banking details, supplier type) and without delay (address) and the appropriate tax treatment is applied. Therefore, this form is to be completed by both new Suppliers and any existing Suppliers with significant changes, such as change in supplier type, taxation status, contact information, or banking information.

Important notes:

1. Areas shaded in gray (at beginning of the form) are to be completed by RRU staff, your primary contact.
2. When registering a change to your Supplier information, please ensure your RRU Vendor ID # is included on the form (an area shaded in gray). RRU staff can assist if it wasn't on the form when you received it.
3. If you are an RRU employee and contracted to provide service outside your core duties, you do NOT need to complete this form; rather, use your Employee number on the contract.
4. Please complete all questions on the form that are relevant to you/your Supplier type. See **Appendix A**, an aid to assist you identify your Supplier Type and provide the correct tax details on the form.
5. Honorarium recipients only need to complete questions numbered in red.
6. Submit the completed, signed form along with supporting banking documentation directly to <https://eft.royalroads.ca/>.

Clarification on specific questions:

Question 4) This is required when you have staff/employees performing the contracted services under your Business Name.

Question 5) This must be checked by all non-residents of Canada to inform us of your residency status for tax purposes. Please review the information provided regarding the relevant Canadian Revenue Authority (CRA) withholding tax rate and alternatives available to you.

Questions 6) GST # is required once your business is registered with CRA. Note, the legal Business Name as entered in question 3 must be as registered with CRA. If however you are a Small Suppliers, annual earnings are below \$30,000, per Sec. 148 you/your Business is exempted from charging GST, therefore check the Yes box.

Appendix A

Supplier Type

