

SUPPLIER INFORMATION FORM

ADMIN: <i>Complete before sending to Supplier:</i>	For AFC DATABASE (Academic contracts):
Staff contact name: _____	Department: _____

1) **NEW** **CHANGE to existing Supplier Information** (Supp ID #: _____)

Reason for change: _____

2) **SUPPLIER TYPE:** Individual Corporation Other, specify: _____

3) **CONTACT INFORMATION:**

Legal Business Name OR Individual Name:		<i>(Individual Name format: Last Name, First Name)</i>	
Contact Name:	Last Name:	First Name:	
Cell Number #:		Secondary Phone #:	
Contact Email (not RRU email):			
Address		Mailing Address (if different from Address)	

4) **ONLY for a Business, include Service Provider(s) and/or Instructor Name(s):**

1	Last Name:		First Name(s):	
2	Last Name:		First Name(s):	
3	Last Name:		First Name(s):	

5) **ONLY for NON-RESIDENT** (see [Canada Revenue Agency \(CRA\) Non-Resident Information](#))

I am a Non-Resident and as a Non-Resident, I acknowledge that a withholding tax of 15% is required from all payments for services provided in Canada **unless I obtain a waiver (for each RRU contract) from CRA** prior to the issuing of payment. *(Note, CRA will provide a copy of waiver to RRU once obtained.)*

6) **GST/HST** (see [CRA for when to Register for GST](#)) **Note: Business name above must be as registered with CRA.**

CRA GST/HST #:		Effective Date (yyyy-mm-dd):	
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If no GST/HST # provided, please confirm:

I qualify as a Section 148 Small Supplier with less than \$30,000 in annual sales revenue: Yes:

7) **EMERGENCY CONTACT- ACADEMIC CONTRACTORS ONLY** (even if you work primarily off-campus):

Name:	Relationship:	Contact #:

Name of Individual or Business: _____

8) TAX IDENTIFICATION NUMBERS

Social Insurance # (for individuals):	
WorkSafe BC / WCB # (if applicable):	
Non-Resident Tax # (for non-resident individuals):	
Indigenous Status # (individual): (if claiming tax-exemption, where applicable)	
Indigenous Band # (Band representatives): (if claiming tax-exemption, where applicable)	

NOTE: A T4A slip will be issued for all payments of \$500 or more for Canadian residents, unless otherwise exempt.
T4A-NR slips will be issued for payments to non-residents for services performed within Canada.

9) METHOD OF PAYMENT:

a) CANADIAN RESIDENTS / NON-RESIDENTS with Canadian Domiciled Account

Choose payment method. We strongly recommend direct deposit but will provide a cheque if requested.

Direct Deposit: Provide EITHER a [void cheque](#) OR a [Direct Deposit Authorization Form](#) as issued by your financial institution. Scan and submit with this form. Email address to notify of payment if different from Contact Email: _____

Cheque: *We will use the Mailing Address if specified separately above on pg. 1.*

b) NON-RESIDENTS who don't have Canadian Domiciled Account

Choose payment method:

Cheque: *We will use the Mailing Address if specified separately above on pg. 1.*

International Wire Transfer: Please complete [the International Wire Transfer Request](#) form and submit along with the Supplier Information Form. *Note, associated bank fees will be applied.*

Name (please print): _____

SIGNATURE: _____ **DATE (yyyy-mm-dd):** _____

The personal information collected on this form is collected under the authority of the *University Act (RSBC 1996, c.468)* and is subject to the *Freedom of Information and Protection of Privacy Act (RSBC 1996, c.165)*. The personal information collected will be used by Financial Services only and will not be shared with any other external third party unless directed by you. For more information regarding the collection, use and /or disclosure of this personal information please contact Royal Roads University's Privacy Officer at email: PrivacyOfficer@royalroads.ca, tel. 250-391-2600, 2005 Sooke Road, Victoria, BC Canada V9B 5Y2.

Submit completed form to <https://eft.royalroads.ca/>, remember to sign and date form.