



Small Supplier HST Declaration Form

In order to sell goods or services to Trent University 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 Trent University, Accounts Payable, 1600 West Bank Drive, Peterborough, Ontario, K9L 0G2.

DECLARATION

Company:

First Name: Last Name:

Address:

City: Province:

E-mail:

Phone:

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

Signature: _____ Date:

Please return this form via mail or email:

Trent University
Accounts Payable
1600 West Bank Drive
Peterborough ON K9J 7B8
accountspayable@trentu.ca

THIS FORM IS VALID FOR ONE YEAR