

For more information or to request alternate formats of this form for accessibility, please contact [purchasing@ontariotechu.ca](mailto:purchasing@ontariotechu.ca) for assistance to complete this form.

**External Supplier Information – To Be Completed by Supplier**

Supplier Legal Name:  
Supplier Brand Name:  
GST/HST Reg #: Duns #:  
Type of Request:

If your organization does not have a GST or HST reg # or exempt, please provide an explanation below.

Does your organization qualify as a small supplier under section 148 of [Bill C-62](#)?

*I hereby certify that I qualify as a small supplier and therefore, not required to register for HST/GST purposes.*

**Supplier Contact Information**

First Name: Last Name:  
Position/Title: Telephone Number:  
Website Address:  
Email Address:

**Supplier Mailing address**

Address Line 1:  
Address Line 2:  
City: Province/State:  
Country: Postal/Zip Code:

**Supplier Remittance Information (if different from above)**

Address Line 1:  
Address Line 2:  
City: Province/State:  
Country: Postal/Zip Code:  
Email Address:

**Electronic Funds Transfer (Must attach a copy of VOID Cheque)**

Bank Name:  
Bank Address:  
Institution #: Transit #: Bank Account #:

I hereby certify the information supplied herein is accurate and complete.

First Name: Last Name:  
Title:  
Supplier Signature:

**ONTARIO TECH UNIVERSITY INTERNAL USE ONLY**

Internal Client: Department:

**Procurement Department**

CRA Verified: Yes No Internet Search:  
Comments:

**Procurement Authorization**

Manager Signature:

**Create Supplier ID in Banner**

Vendor ID: BU#:

**Notice of Collection**

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