

Instructions and Key Considerations

Important: To avoid delays, please ensure all sections are complete.

A Type of Request

New Supplier Registration

- Please register your supplier information with the Province of Ontario prior to your first invoice.

Change of Information

If you have a Business Number, any changes to your supplier information must match your Canada Revenue Agency (CRA) registration.

- Add Additional Location
 - To register a new location, provide full details in section B under both current and new information.
- Changes to Current Supplier Information
 - List changes to your current information under sections B or C (e.g., change of address, banking).

Supplier No.

- Located on your payment remittance.

Site No. (if known)

- This information is utilized for internal purposes.

Site Name (if known)

- This information is utilized for internal purposes.

Supplier Type

- This information is utilized for internal purposes.

Business No.

- The Business Number (BN) is a nine digit code assigned by CRA to identify each business and simplify their dealings with federal, provincial and municipal governments. Businesses are required to obtain a BN to register for federal programs with the CRA such as GST/HST, Payroll, Corporate Income Tax and Registered Charity.
- If GST or HST charges appear on your invoice, you must provide your Business Number as registered with CRA (mandatory for worldwide sales over \$30,000).
- If your worldwide sales are \$30,000 or less **and** you do not have a Business Number, indicate by checking box under Supplier Type.

B Supplier Profile

- Attention to detail when completing this section is essential to:
 - (1) ensure data integrity and
 - (2) avoid processing delays.
- Ensure the address provided on this form is the address registered with CRA.

Current Information

- Always complete in full.
- Please note your email address will be used to provide payment remittance details and to contact you for any payment related issues.
 - It is advisable to use a secured generic email address that will not be affected by the change of staff in your organization (e.g., Accounts Receivable).

New Information

- Only complete the applicable sections requiring change.
- For any legal name change, you must provide a copy of supporting legal documentation (e.g., letter of patent).

C Banking Information

- Attach a **void cheque** that displays your legal name or a letter, verifying your account details, from your financial institution. Copies are acceptable. Please note counter cheques are not acceptable.

SIGN-UP for Direct Deposit TODAY!

- **No waiting for cheques - it's quick, convenient, reliable and secure:** Timely payments with no risk that your payment will be lost, stolen or damaged!
- **Easy to make changes:** Use this registration form to ensure changes are communicated to the Province of Ontario.
- **Environmentally friendly and reduces costs:** An electronic payment method eliminates the need for paper.
- Direct deposits can only be made to a **Canadian Financial Institution** using the Canadian Payment System.
- Direct Deposits **cannot** be made to a Line of Credit Account.
- **Do not close** your existing bank account until you receive a payment in your new bank account.
- **To clarify** your banking information, please contact your financial institution.

D Certification/Authorization

Information provided in this section should be from an authorized representative of the organization and may be used as a contact for clarification or verification.

Submit your completed form by mail to:

Ministry of Government and Consumer Services
Ontario Shared Services
Central Control Unit
77 Wellesley St W, Box 700
Toronto ON M7A 1N3

Enquiries

- For information about collection and, use and disclosure practices, write to Senior Manager, Expenditure Management Branch, at the address above.
- For frequently asked questions please visit our webpage www.ontario.ca/directpayment
- For further assistance, please call the Ontario Shared Services Contact Centre at:

	Telephone Number	Teletypewriter (TTY)
Within the Greater Toronto Area	416-212-2345	416-327-3851
Toll Free	1-866-320-1756	1-866-310-7259

Additional Information

To align with [CRA regulations](#), the following mandatory information is required on all invoices submitted to the Province of Ontario. To avoid payment delays, please provide adequate details.

- Your business or trading name, or your intermediary's name (legal name as registered with CRA)
- Your Business Number, or your intermediary's Business Number
- Invoice date
- Total amount paid or payable
- Separate all items taxed at the GST and HST rate