



International Development Research Centre
Centre de recherches pour le développement international

CANADA – SUPPLIER, TAX AND BANK INFORMATION FORM

Please ensure to read carefully the instructions on page 2 prior to completing the information below.

New **Amendment**

Section 1: IDENTIFICATION					
Legal Name of Entity / Individual (Surname, Given Name)			Operating Name of Entity / Individual (if different from legal name)		
Building #	Street Name (PO Box not accepted)	City	Province/Territory	Postal Code	Telephone Number
Remittance address (if different than above)					
Building #	Street Name (PO Box not accepted)	City	Province/Territory	Postal Code	
Section 2: LEGAL STATUS					
Sole Proprietor / Individual Last Name		First Name	Initial	Social Insurance Number (SIN)	
Corporation	Business Identification Number (BIN)		_____ RC _____		
Partnership	Business Identification Number (BIN)		_____ RZ _____		
Section 3: HARMONIZED SALES TAX / GOODS AND SERVICES TAX					
GST/HST Number					
_____ RT _____			OR <input type="checkbox"/> Not Registered for GST/HST		
Section 4: DIRECT DEPOSIT INFORMATION					
Name of Bank Account Holder					
Please attach a VOID cheque or alternatively provide a letter of confirmation from your bank.					
Email (for payment notification)					
_____ @ _____			OR <input type="checkbox"/> I do not wish to receive a payment notification		
Section 5: AUTHORIZATION					
For Individual			For Entity		
I hereby certify that the above information is correct and complete. I authorize the IDRC to deposit by electronic funds transfer to the bank account designated above for any payments.			I hereby certify that the above information is correct and complete. I am an authorized officer for the purpose of completing this form. I authorize the IDRC to deposit by electronic funds transfer to the bank account designated above for any payments.		
Print Name	Date (DD/MM/YYYY)	Print Name	Date (DD/MM/YYYY)		

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Submission of your form

1. Review the information for its accuracy and completeness. Forms that are incomplete will be returned to you for update.
2. Send the completed form to your administrative contact at IDRC.
3. Suppliers are responsible for updating any personal, tax or banking information to ensure IDRC has the most up to date information.

General Principles of our Privacy Policy

IDRC is committed to protect the privacy of its suppliers' information. IDRC gathers specific personal information that you supply voluntarily in written form or by e-mail. Any personal information created, held or collected by IDRC is protected under the federal [Privacy Act](#). This Act governs the collection, use, protection, disclosure/sharing, retention and disposition of personal information by federal government institutions. Generally, this means that IDRC can only collect the personal information about you that we absolutely need to serve you and to meet our legal obligations. Your information will only be viewed by those persons at IDRC who need it for its intended purpose. IDRC will not disclose your information to anyone outside IDRC without your consent or unless required by law.

Income Tax Reporting Requirements

Payments made by federal Crown Corporations (IDRC) under applicable service contracts (including contracts involving a mix of goods and services and services provided abroad) must be reported on a **T1204 Government Service Contract Payments** slip. To enable federal Crown Corporations (IDRC) to comply with this requirement, and pursuant to paragraph 221(1)(d) of the Income Tax Act, the supplier is required to provide its Business Number (BN) or its Social Insurance Number (SIN).

Payments of research grants, scholarships, fellowships, bursaries or prizes (other than a prescribed prize) must be reported on a **T4A Statement of Pension, Retirement, Annuity and Other Income**. To enable IDRC to comply with this requirement, and pursuant to paragraph 221(1)(d) of the Income Tax Act, the recipient of the award is required to provide her/his social insurance number (SIN).

Excise Tax Reporting Requirements

To enable IDRC to comply with the documentary requirements to claim ITCs (rebates), and pursuant to paragraph 169(4) of the Excise Tax Act, the supplier is required to provide its GST/HST number.