INDEPENDENT CONTRACTOR FORM

*\*Must be filed out and returned prior to receiving first payment\**

|  |  |
| --- | --- |
| Legal Name |  |
| Social Insurance Number |  |
| Address |  |
| Phone Number |  |
| Email Address |  |

Are you registered with the CRA to collect HST? ☐ Yes ☐ No

If yes, please provide your CRA HST number (ex: 12345 6789 RT 0001)

 \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ RT \_\_ \_\_ \_\_ \_\_

*Please note – we will not be paying any HST to any contractor or person who is not registered with the CRA to collect and remit HST. It is the contractor's responsibility to consult with an accountant if they are unsure if they are required to register for an HST number now or in the future.*

*If any of the information on this form changes at any point in the future, we ask that you make us aware as soon as possible and fill out an updated form to ensure our records are up to date and accurate.*

|  |  |
| --- | --- |
| Date |  |
| Signature |  |

OFFICE ONLY ☐ Original Form ☐ Updated Form