

NOTIFICATION LETTER – NON-PAYMENT OF GST/HST

(date)

Phone: (number)

(name and address of supplier)

Dear (name of supplier):

Re: **Goods and Services Tax (GST) and Harmonized Sales Tax (HST)**

As (a ministry of the Provincial Government / an agent of the Provincial Crown), the (ministry/agency) is granted immunity from federal taxation and is not required to pay the GST/HST on any purchases. Our registration number is 107864258.

Accordingly, we are not remitting the GST/HST on the current payment and request that you do not include the GST/HST on any future invoices to this (ministry/agency). Your cooperation in complying with this request will ensure that we are able to correctly process your invoices.

Any questions concerning this request may be directed to (ministry/agency representative) at (ministry/agency representative phone number).

Sincerely,