



International Development Research Centre  
Centre de recherches pour le développement international

## OUTSIDE OF CANADA – SUPPLIER, TAX AND BANK INFORMATION FORM

Please ensure to read carefully the instructions on page 2 and 3 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/Town	State/District/County	Country	Postal/ZIP Code
Telephone Number		Government Tax Identification Number	Email (for payment notification)		
Remittance Address (if different than above)					
Building #	Street Name (PO Box not accepted)	City/Town	State/District/County	Country	Postal/ZIP Code
Section 2: CANADIAN GOODS AND SERVICES TAX / HARMONIZED SALES TAX					
Are you a resident of Canada for Canadian Income Tax purposes?      No      Yes <i>(if yes, please contact IDRC for a different form)</i>					
Canadian GST/HST Number _____ RT _____			OR <input type="checkbox"/> Not Registered for Canadian GST/HST		
Section 3: BANK INFORMATION					
Bank Name			Account Number / CLABE (18 digits) / IBAN		
Street Address (PO Box not accepted)		City/Town	Bank Sort/Branch Code	Branch Name	
State/District/County	Country	Postal/ZIP Code	BIC (Swift) Code or ABA (United States)		
Name of Account Holder		Country specific instructions (ex. National ID, Savings or Chequing Account)		Account Currency	
Section 4: AUTHORIZATION					
a) Individual or Authorized Officer					
Print Name :			Print Title:		
I certify, as authorized officer, that the above information is correct and current.				Date (DD/MM/YYYY)	
b) Financial Officer					
Print Name:			Print Title:		
I certify, as financial officer, that the above information is correct and current.				Date (DD/MM/YYYY)	

## OUTSIDE OF CANADA – SUPPLIER, TAX AND BANK INFORMATION FORM

### 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 Canadian federal [Privacy Act](#). This Act governs the collection, use, protection, disclosure/sharing, retention and disposition of personal information by Canadian 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 to non-Canadian residents for services rendered in Canada must be reported on a **T4A-NR Statement of Fees, Commissions, or other amounts paid to Non-Residents for Services Rendered in Canada**. To enable IDRC to comply with this requirement, and pursuant to paragraph 221 (1)(d) of the Income Tax Act, persons are required to provide Government issued ID number.

### 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 Canadian GST/HST number, if applicable.

# OUTSIDE OF CANADA – SUPPLIER, TAX AND BANK INFORMATION FORM

## Notes on how to complete the IDRC Outside of Canada - Supplier, Tax and Bank Information form

To ensure that your payments are processed without delay, please follow the instructions below:

### **Section 1: Identification**

- **Legal Name of Entity/Individual** - is your legal name (either as an individual or a corporate entity).
- **Operating Name of Entity / Individual (if different from legal name)** – for companies, this is name under which you or your business operates and the name to which payments are made.
- **Government Issued ID number** - include any other government issued **identification** numbers you may have.
- **Other information** – Include any other pertinent information.

### **Section 2: Canadian Goods and Services Tax/Harmonized Sales Tax**

- **Canadian GST/HST number** – this is your 13 digit GST/HST number (if applicable).

### **Section 3: Bank information**

- **Bank Name** is the name of your banking institution. e.g.: Citibank.
- **Account Number/CLABE/IBAN** must be clearly printed or typed
- **Branch Name** - is the name of your bank's branch. **Branch code** - is the unique number of the branch.
- **BIC (SWIFT Code)** this is mandatory and must be obtained from the banking institution. It is a unique **8 or 11 character identifier** and can be verified at: <https://www2.swift.com/bsl/index.faces>
- **Account Currency** is the supplier bank account currency.
- **Email address**: Include email address for contact purposes and remittance notifications
- **Other Instructions** are required to provide special information such as, but not limited to, the following:
  - A National ID number
  - Tax ID number
  - Savings or Chequing Account (mandatory for payment transfers to the United States)

### **Section 4: Authorization**

- If the supplier is an individual, that person should complete section 4 (a) **Individual or Authorizing Officer (with signing authority)**.
- If the supplier is a company or institution, two authorized officers must complete both sections 4 (a) and (b) of the form.