



NON-EMPLOYMENT PAYMENT TO CANADIAN INDIVIDUAL UNDER \$5,000

If the total sum payable by the department during the fiscal year (April 1 – Mar 31) exceeds \$5,000 please contact Purchasing at (204) 474-8348 for assistance with the required documentation.

Provide a copy of this form to the individual (Service Provider).

Submit a hard copy of this form to Supplier Payment Services at 412 Admin Building as a request for payment to a Canadian Individual that does not have a Business Number. An Invoice must be submitted with this form unless the payment is for an honorarium. A T4A will be issued to the individual by the filing due date per Canada Revenue Agency regulations.

Questions? Contact Supplier Payment Services at (204) 474-8033

PERSONAL INFORMATION OF INDIVIDUAL:

SALUTATION: Mr. Mrs. Ms. Miss Dr. Other

LEGAL SURNAME: _____ * LEGAL FIRST NAME: _____ *

SOCIAL INSURANCE NUMBER:*

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HOME ADDRESS: *

Number and Street: _____

City and Province: _____

Postal Code: _____

* Required for CRA purposes for issuance of T4A. For more information please visit
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/rtrns/t4a/slps/>

VENDOR # (if known): _____

SERVICE DETAILS:**

DEPARTMENT: _____

FACULTY OR UNIT: _____

START DATE: _____

DATE COMPLETED: _____

DESCRIPTION OF SERVICES BEING PROVIDED: _____

AUTHORIZATION and ACCOUNTING DETAILS:

FOAP DISTRIBUTION:

F	O	A	P	A	L	\$
						\$

TOTAL AMOUNT: _____

CURRENCY: _____

REQUESTED BY: _____
(Please print name)

REQUESTED BY: _____
(Signature)

DATE: _____

I certify that the information provided on this form is correct and the work described above has been completed satisfactorily. I certify that to the best of my knowledge total payment to this individual will not exceed \$5,000 for the current fiscal year (April 1 – March 31) for my department.

FOP SIGNING AUTHORITY: _____
(Please print name)

FOP SIGNING AUTHORITY: _____
(Signature)

DATE: _____

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University:

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University to maintain a record of payment, to make reimbursement, and to issue income tax information slips. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

**** TERMS AND CONDITIONS:**

The services set out in this “Non-Employment Payment to a Canadian Individual” Form, together with the terms and conditions set forth at http://www.umanitoba.ca/admin/financial_services/purch/terms.htm form the entire agreement between the University and the Supplier, and shall be deemed to be accepted by the Individual upon commencement of performance hereunder. If the Individual does not have web access, please contact Purchasing Services at (204) 474-8348 for a printed copy.