

Ontario Sales Tax (OST) for purchases of goods and services for research purposes

This note is intended to the personnel authorized to purchase goods and services for research purposes.

As a reminder, many purchases for a research project qualify for a conditional exemption from the Ontario Sales Tax.

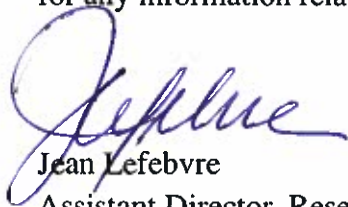
In general, when utilized at 100 % for research purposes scientific equipment, laboratory equipment and laboratory supplies (re-usable) are **exempt** from the Ontario Sales Tax.

It is important to note that before you process the payment of an invoice that has an Ontario Sales Tax you must verify if this purchase is eligible for research or not.

In cases where the Ontario Sales Tax has been charged for an eligible purchase of goods or services for research, we ask you to contact the supplier to inform him of the anomaly and choose the best way to correct. In general, you will not have to pay the Ontario Sales Tax and an exemption certificate will have to be completed and forwarded to the supplier (please refer to the exemption certificate document attached).

We ask you to consult the Purchasing Manual, Section M on Taxes and the attached list for more information relative to goods exempt from the Ontario Sales Tax for research purposes.

Please do not hesitate to contact Materials Management Services: Denise Faussurier at ext 5746, for any information relative to the Ontario Sales Tax.



Jean Lefebvre
Assistant Director, Research

**ONTARIO RETAIL SALES TAX
PURCHASE EXEMPTION CERTIFICATE**

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Date _____

Business Name University of Ottawa

Name of Person Authorizing the Purchase: Denise Faussurier Tel: (613)562-5746
Fax: (613)562-5780

Business Address: 550 Cumberland Street
Ottawa, Ontario K1N 6N5

Vendor Permit/IRP Cab Number (if applicable): 4078-7214

Reason for claiming Exemption: Used 100% for research 7(1) 18

I am claiming the following exemption from Ontario retail sales tax under the provisions of the Retail Sales Tax Act on the purchase of taxable goods, taxable services, contracts of insurance or benefits plan:

- Taxable Goods or Taxable Services Purchased for Resale
- Machinery, Equipment, and/or Processing Material Purchased for Manufacturing
- Equipment, Tools and/or Machinery used by a Person Engaged in Farming or Fishing
- Insurance/Benefit Plan
- Religious, Charitable and Benevolent Organization
- Hospital Equipment
- Identity Card Type and Number _____
- Other (please state exemption) _____

IMPORTANT

The person buying the taxable goods or taxable services, or entering into a contract of insurance or benefits plan for which an exemption is claimed must complete this certificate and give it to the supplier. The supplier is to keep this form as stated in the regulations.

Every person who makes a false statement on a Purchase Exemption Certificate or misuses the certificate is liable, if convicted, to a fine of not less than \$1,000 and an amount of not more than double the amount of the tax that should have been paid, or that was evaded, or to imprisonment for a term of not more than two years, or both.

APPLICATION GUIDE TO THE PROVINCIAL SALES TAX

This guide is a general view of the application of the provincial sales tax for goods and services when they are manufactured and used exclusively (100%) for research and study purposes.

Goods/Services

Additional computer memory	Exempt
Apparatus	Exempt
Audio-visual equipment	Applicable
Books, magazines, subscriptions	Exempt
CD/DVD with educational content (not the blank ones)	Exempt
Chemical products	Applicable
Compressed gas or liquid, oxygen, nitrogen, etc	Applicable
Computers	Exempt
Computer hard-drive	Exempt
Computer repair and maintenance	Exempt
Computer supplies and ribbons	Applicable
Computer tables	Applicable
Consultants fees	Exempt
Consumable and reusable laboratory supplies	Exempt
Consumable laboratory supplies	Applicable
Furniture	Applicable
Glass/disposable	Exempt
Housekeeping contracts	Applicable
Isotopes	Applicable
Kneading equipment	Exempt
Laboratory utensils	Exempt
Maintenance contracts and spare parts	Exempt
Memberships	Exempt
Nursery supplies	Applicable
Office supplies	Applicable
Photos	Applicable
Pipettes	Exempt
Prescription drugs	Exempt
Printed material	Applicable
Printers	Exempt
Publicity	Applicable
Rented research equipment	Exempt
Reprints	Exempt
Research equipment (maintenance and repair)	Exempt
Research instruments and utensils	Exempt
Skeletons	Exempt
Small animals and feed	Applicable
Software	Exempt
Toner	Applicable
Transparencies	Exempt
Transparencies/administration	Applicable
Transparencies/research	Exempt
VHS Rental	Applicable