**CANADIAN CHEQUE REQUEST**

**Amount: $**

**Date:** Can$

**Issue to:**

**Address:**

**Payable**

Mail Cheque

**OR** Return to:

|  |  |  |
| --- | --- | --- |
| **Account Name** | **Account Number** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
| HST Rebate | 0-015-1150-080 |  |
| OHST Rebate | 0-015-1150-085 |  |

Note: If the invoice you are submitting for payment includes HST charges of 13% please calculate the federal portion 5% and the provincial portion which is the remaining 8% of the tax amount. Multiply the 5% federal portion of the HST times 0.67 and charge this amount to the HST Rebate account 0-015-1150-080 and for the remaining 8% of the HST (OHST) times by 0.78 and charge this amount to the OHST Rebate account 0-015-1150-085 allocate the remaining amount to the desired expense accounts. All cheque requests made out to individuals should be forwarded to the Payroll department for approval and need the direct supervisors authorizing signature.

**Particulars:**

**Authorized signature:**

Name:

Department: