

# Information Bulletin

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PST-61

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## THE PROVINCIAL SALES TAX ACT

### COMMERCIAL BUILDING CLEANING SERVICES

This bulletin has been prepared to help you apply and collect the Provincial Sales Tax (PST). It is a general guide and not a substitute for the legislation.

*Changes to this bulletin are indicated by a (I) in the left margin.*

The contents of this bulletin are presented under the following headings:

- A. [Definitions](#)
- B. [Taxable Services](#)
- C. [Exempt Services](#)
- D. [Retail Sales](#)
- E. [Services Provided by Employees](#)
- F. [Partial Exemptions](#)
- G. [Goods and Services for Your Own Use](#)
- H. [Sales of Used Business Assets](#)
- I. [Tax Credits for Bad Debts](#)
- J. [Tax Tips Line](#)
- K. [Saskatchewan eTax Services \(SETS\)](#)

#### A. DEFINITIONS

Commercial building cleaning services means a janitorial service, a window cleaning service or a carpet cleaning service that is provided in relation to buildings or structures that are not private dwellings, such as schools, restaurants, hospitals, office buildings, hotels/motels and work camps. These services are subject to PST.

Building cleaning services provided with respect to a private dwelling, including window and carpet cleaning services, are not subject to tax. A private dwelling is a residential property that is ordinarily occupied for the purpose of a personal residence and does not regularly cater to the travelling public. Buildings such as student residences, condominiums, nursing homes and apartments are considered to function as residential property, including the hallways and other common use areas in those buildings.

**Note:** The application of PST does not depend on who you are billing but rather the type of property being cleaned, residential or commercial.

**PST must be paid on the purchase cost of all cleaning supplies and equipment used to provide cleaning services, residential or commercial.**

**B. TAXABLE SERVICES**

Taxable commercial building cleaning services include:

- janitorial services (generally considered to be a package of services related to cleaning and maintaining a commercial building);
- carpet cleaning; and,
- window cleaning services.

Management or supervisory charges that are invoiced to a client as part of a contract for taxable commercial building cleaning services are considered to be an integral component of the services provided and are therefore subject to tax.

Businesses or self-employed persons who provide taxable commercial building cleaning services are required to be licensed as vendors and collect PST on the charges to their customer. **This includes individuals who are hired on a contract basis to clean commercial buildings such as offices and schools.**

**C. EXEMPT SERVICES**

The following services are not subject to tax:

- Exterminator services
- Residential cleaning services
- Cleaning services provided by a person to that person's employer in the course of employment (refer to Section D)
- Yard maintenance services including lawn care and snow removal
- Residential carpet and furniture cleaning services
- Chimney and duct cleaning (residential and commercial)
- Cleaning of buildings for federal government departments and agencies
- High pressure washing the exterior of buildings (residential and commercial)
- Cleaning services acquired for resale, providing the vendor's licence number is quoted to the supplier and recorded on the invoice
- Cleaning services provided on reserve to Indian bands or band empowered entities for non-commercial buildings such as schools and hospitals
- Toxic mold cleaning services
- Fire and flood damage cleaning services
- On-site drapery and blind cleaning services (residential and commercial)
- Construction site clean-up services (residential and commercial)

**D. RETAIL SALES**

A cleaning service provider is required to collect PST on the retail selling price of goods such as paper towels, toilet paper, cleaning products, etc. that are sold to their customers. PST that was paid to the supplier on the cost of those goods may be deducted from the tax collected and the net difference reported when submitting your tax return form.

**E. SERVICES PROVIDED BY EMPLOYEES**

Services provided by an employee in the course of employment are not subject to tax. For example, school boards are not required to pay tax on the wages of an employee for janitorial services. A person is considered to be an employee when the employer makes regular deductions from wages as required by federal Income Tax regulations.

**F. PARTIAL EXEMPTIONS**

When cleaning services are provided for both residential purposes and commercial purposes, only the commercial portion is subject to tax. The vendor must separate the charges for commercial use and for residential use on the customer's invoice. If the charges are not identified separately, tax must be collected on the total charge to the customer.

**G. GOODS AND SERVICES FOR YOUR OWN USE**

Businesses are required to pay tax on purchases of new and used equipment, supplies and taxable services purchased for use in their business operations. Tax is payable as follows:

- When purchased from a licensed supplier, the tax must be paid to the supplier at the time of purchase.
- When purchased from a supplier who did not collect the tax, or when taken from an exempt resale inventory, the tax must be self-assessed and remitted with the regular tax return. This includes goods taken for personal or business use.
- When purchased from an unlicensed supplier located outside Saskatchewan, the tax must be self-assessed and remitted with the regular tax return on the laid down cost, which includes currency exchange, transportation charges, customs and excise duties, and importation charges - but not the GST.

**H. SALES OF USED BUSINESS ASSETS**

Businesses are required to collect tax on the sale of used assets, such as vehicles and equipment. When used assets are being sold as part of the closure of a business, the purchaser is required to self-assess and report the tax.

When individuals purchase used goods for personal use, other than vehicles, tax applies to the selling price of the goods less a deduction of \$300 per item. If a trade-in is involved, the

purchaser is entitled to a deduction of \$300 or the value of the trade-in, whichever is greater. If the goods are for commercial use, the \$300 deduction does not apply.

For further information please see Information Bulletin, [PST-58, Used Goods](#).

#### **I. TAX CREDIT FOR BAD DEBTS**

Businesses may claim a credit for the tax portion of their receivables that are written off as uncollectible. The tax credit should be taken as an internal adjustment in the business's records. Records of the accounts written off and tax credits claimed must be kept for audit verification by the Revenue Division.

#### **J. TAX TIPS LINE**

When a business or individual does not comply with provincial tax legislation, businesses face unfair competition and a burden is placed on all taxpayers who do comply. It causes significant loss in the revenue available to fund services such as health, education and other important government programs.

Tax Tips Line provides an anonymous, fully confidential way for the public to report businesses or individuals who are participating in tax fraud. If you suspect that a business or individual is being dishonest with their provincial taxes or is misrepresenting their activities to reduce their taxes, you can report them using Tax Tips Line.

Please visit our website at [saskatchewan.ca/business/taxes-licensing-and-reporting/provincial-taxes-policies-and-bulletins/tax-tips-line](http://saskatchewan.ca/business/taxes-licensing-and-reporting/provincial-taxes-policies-and-bulletins/tax-tips-line) to find out more regarding types of tax fraud and the information to report, if possible.

Tax Tips Line is specifically and solely for information related to provincial tax compliance. Any unrelated inquiries or information will not be addressed by the Tax Tips Line, and should be directed to the appropriate organization.

How to Report:

- 1) Toll-free 1-833-334-8477
- 2) Write: Ministry of Finance  
Revenue Division  
PO Box 200  
REGINA SK S4P 2Z6
- 3) [Online Form Submission](#)

#### **K. SASKATCHEWAN eTAX SERVICES (SETS)**

Finance has made it possible to report and remit tax electronically through a secure, fast, easy and convenient online self-service portal. Several services are currently available to businesses through SETS ([sets.saskatchewan.ca](http://sets.saskatchewan.ca)):

- Register for secure, self-managed access to all your tax accounts.
- Apply for a new tax account.

- File and pay returns and amend previously filed returns.
- Make payments on account, including post-dated payments.
- View account balance and statement information.
- Authorize employees or accountants to file on your behalf.
- Receive notifications by email when a tax return should be filed. This replaces the paper forms usually sent in the mail.
- Submit a service request to update the mailing address or add a new business location.
- Submit a service request to receive tax information, interpretations or rulings related to your specific business activities.
- View and download up-to-date tax information promptly.
- Subscribe to receive email notifications when new and revised tax publications are available.

**FOR FURTHER INFORMATION**

Write: Ministry of Finance  
Revenue Division  
PO Box 200  
REGINA SK S4P 2Z6

Telephone: Toll Free 1-800-667-6102  
Regina 306-787-6645

Email: [sasktaxinfo@gov.sk.ca](mailto:sasktaxinfo@gov.sk.ca)

Internet: Tax bulletins, forms and information are available at [saskatchewan.ca/business-taxes](http://saskatchewan.ca/business-taxes).

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