

REQUEST FOR CONTRACT CLEARANCE

Ministry of Finance

Revenue Division

PO Box 200

Regina, Canada S4P 2Z6

Toll Free: 1-800-667-6102 ext. 0956

Fax: 306-798-3045

contractorclearance@gov.sk.ca

| For Office Use Only | |
|---------------------|---------------|
| Verification # | Date Received |

Contractor Information *(the company that did the work)*

SK PST Account # (If not licenced, complete an [Application for Vendor's Licence](#))

Fax Number

Company Name

Address (If multiple addresses, use the branch location that completed the work)

City

Province

Postal Code

Authorized Contact Person (First & Last Name)

Title

Email Address

Phone Number

I certify that I am authorized to complete this Request on behalf of the business named. By providing my email address, I understand that I consent to the use of this email address for exchange of information and communication purposes with the Ministry of Finance. I understand that it is my responsibility to advise the Ministry of Finance if this email address changes or should no longer be used for communication purposes.

Contract Information *All fields below must be completed. **A copy of the invoice(s) must also be provided.***

Contract, Purchase Order, or other Reference Number (if applicable)

Project Title or Building Name

Project Location (City, Town, or Land Location)

Scope of Work Performed (e.g. supply and install plumbing and heating)

Supply Labour
& Material

Labour/
Install Only

Note: Clearances are not issued for contracts that only supply material. Please refer to the [Supplementary Worksheets](#) for additional information.

Date Work Commenced in SK (mmddyyyy)

Date All Work Completed in SK (mmddyyyy)

Total Contract Value
(excl. all taxes & incl. all change orders and holdbacks)

Is this a Progress Clearance?

Progress Period (mmddyyyy to mmddyyyy)

Progress Value (excl. taxes)

Total Progress Billed to Date (excl. taxes)

Customer/General Contractor/Principal Information *(the company that hired the contractor)*

Full Company Name

Phone Number

Full Mailing Address

A new form should be completed for each contract, where applicable. In cases where the contract does not have a definitive start and end date, all work completed over a defined period (ie. monthly) may be included on one form. Please return completed forms by fax, mail, or email. You will be contacted within 2 business days by the Revenue Division upon receipt of this request. Additional information may be requested in order to verify all Provincial Sales Tax (PST) has been paid. If you require assistance in calculating the PST due, please refer to the [Supplementary Worksheets](#).