



Attn: Accounts Receivable/ Tax Department

RE: PST Registration # Request - Suncor update for B.C. tax changes implemented April 1 2013

British Columbia reverted to a Goods and Services Tax (GST) and Provincial Sales Tax (PST) administered tax structure on April 1, 2013. You are receiving this communication because you have been identified as a Suncor vendor, impacted by these changes. You may have already received a letter from the B.C. Government with information on how to register.

The (PST) has been re-implemented at a general tax rate of seven per cent. GST remains at five per cent.

Businesses must register for a new PST number. Any prior PST Registration Numbers expired in 2010, and PST registration numbers will be in the form of PST-1234-5678.

For further information on the applicability of PST, please phone the B.C. Government at 1-877-388-4440, or visit <http://www2.gov.bc.ca/gov/> and navigate to B.C. Home > Business & Investing > Taxes & Rebates > Consumer Taxes

We encourage you to submit your PST Registration Numbers to us at your earliest convenience following the steps listed below, as Suncor requires receipt of that number.

To submit your PST Registration Numbers, please complete the following:

- Print the vendor form on the next page of this document
- Fill out the vendor form in its entirety
- Scan the form
- Email the completed electronic form to Vendor_Admin@Suncor.com
- Include "BC PST" in the Subject Line

For invoicing or payment inquiries, please continue to contact Suncor Supplier Help Desk.

For purchase order enquiries please continue to contact your existing Suncor Supply Chain representative.



VENDOR FORM – BC PST REGISTRATION NUMBER

Full Company Name and Address:

If PST Registration Number is under an 'Operating as' Company Name, please provide full name and address:

Suncor Vendor Numbers:

SAP Vendor Number: _____

SAP Vendor Number (if applicable): _____

Contact Name and Email Address:

BC PST Registration Number (in the format PST-1234-5678):

(BC PST Registration Number must be registered under the Company Name above)

- Please **confirm and complete** the above information
- **Scan** this form into an electronic format
- **Email** the form to Vendor_Admin@Suncor.com
- **Include "BC PST" in the Subject Line**