

NEW SUPPLIER FORM FOR INDIVIDUALS

ONLY for individual NOT currently employed by the College and NOT having a NEQ number (Numéro d'Entreprise du Québec)

Supplier Information - To be Completed by Individual:

First Name: _____ Family Name: _____

Address _____ City _____

Province _____ Postal Code _____

Country _____ Telephone _____

Email _____

Currency (please circle) \$ CDN \$ USD Method of payment

Social Insurance Number (SIN)* _____ Direct Deposit* please read below

* If you did not provide your SIN, check off the relevant box below.

I do not have a SIN

Not applicable

Mailing address, if different than above

Address _____

Province _____ Postal Code _____

Country _____

To be Completed by Department requesting Supplier:

Requested by:

Name	Department
Date	Email of requestor

Kindly note: A DMA Requestion must be submitted to the Purchasing Department PRIOR to placing any order with this supplier for physical goods or services valued over \$100.

For the payment of honoraria to guest speakers or live models, an authorized DMP Request for Payment must be submitted to request payment from the Finance Department.

*After completing this form please save it on your own computer.
Click the link to the right to upload it to a secured folder to Accounts Payable ---->>>
You may also use the same link to send the void cheque required for payment.*



* Dawson College will pay its Canadian Suppliers by EFT only.
 * A voided cheque stub should be included when submitting this form.
 * A cheque payment will be issued to non-Canadian Suppliers.
 * An Interac / Email transfer will not be a payment option.

