

BULK SALE CLEARANCE CERTIFICATE APPLICATION FORM

Ministry of Finance
Revenue Division
PO Box 200
Regina, Canada S4P 2Z6
Toll Free: 1-800-667-6102
Phone: 306-787-6645
sasktaxinfo@gov.sk.ca

This form is for persons who dispose of their business assets through a sale in bulk to request a Clearance Certificate. This certificate will confirm that the seller's tax debts under any revenue act supported by *The Revenue and Financial Services Act* have been satisfied by the minister up to the point of sale.

A Clearance Certificate will be issued once the seller has filed a final return and Finance has verified that all taxes due have been remitted. A final return is required to be filed within 15 days of the seller's last day of business. Please visit Information Bulletin PST-77, *Buying and Selling a Business*, for further details.

The purchaser is required to complete a [Business Asset Declaration Form](#) and remit Provincial Sales Tax (PST) due on tangible personal property acquired in a bulk sale within 30 days of the transaction date and is required to obtain a duplicate copy of the Clearance Certificate from the seller.

PART A: SELLER INFORMATION

Legal Name:		Federal BN:
Operating Name:		
Address:		Postal Code:
Primary Contact:	Telephone:	E-mail:

Seller's Tax Account Numbers

Provincial Sales Tax:	Fuel Tax:
Liquor Consumption Tax:	Tobacco Tax:
Vapour Products Tax:	Corporate Capital Tax:
Beverage Container Program:	Other:

Important: The filing of this form also serves as notice to cancel the seller's tax accounts. Physical copies of account licenses must be returned to Finance. Should the seller still require any of these accounts, please provide details as to which ones and why:

PART B: PURCHASER INFORMATION

Legal Name:		Federal BN:
Operating Name:		PST Number:
Address:		Postal Code:
Primary Contact:	Telephone:	E-mail:

PART C: SALE INFORMATION

Effective date of the sale: _____

Purchase Price: (In accordance with agreement)

Land	\$	Furniture	\$
Buildings	\$	Equipment and Machinery	\$
Inventory	\$	Computer Hardware/Software	\$
Goodwill, etc.	\$	Vehicles	\$
Other (Specify)			\$
Total			\$

Note: Please include a copy of the full purchase agreement along with the submission of this form.

PART D: CLEARANCE CERTIFICATE

The Clearance Certificate, in duplicate, is to be forwarded to:

Name:	
Attention to:	
Address:	Postal Code:
Telephone:	E-mail:

PART E: ATTESTATION, DECLARATION AND CONSENT

I, the undersigned, hereby declare and attest to all of the following statements:

- The information in this application is true and complete to the best of my knowledge and belief.
- All tax collected, payable and for which the business has become liable has been reported and paid in full.

- I acknowledge that the purchaser is obligated to obtain a duplicate copy of the Clearance Certificate from the seller.
- I have notified the purchaser of their obligation to file a [Business Asset Declaration Form](#) within 30 days of the bulk sales transaction.
- I consent to the Ministry of Finance verifying any information contained in this form with any entity that holds such information.

Name and Position of Authorized Official

Contact Phone Number

Signature

Date

PART E: APPLICATION FORM SUBMISSION AND GUIDELINES

Please review the following before submitting your application:

- Written authorization is required for a representative to apply for a Clearance Certificate on behalf of the seller. Finance will not process Clearance Certificate applications unless the seller has completed a [Business Consent Form](#) to add the representative as a contact on account.
- The seller has filed all returns up to the date of the bulk sale and made payment in full of all tax debts. This includes a final return which is required to be filed within 15 days of the seller's last day of business. Businesses can see their account status, filing history, submit returns and make payments online through SETS (sets.saskatchewan.ca).
- The seller is not required to collect tax on assets sold as part of a bulk sale. The purchaser is required to complete a [Business Asset Declaration Form](#) and remit PST due on tangible personal property acquired in a bulk sale within 30 days of the transaction date.
- Prior to issuing a Clearance Letter, Finance may conduct a routine audit to ensure all the seller's tax liabilities have been correctly accounted for. Please have your records available for verification.
- Please include a copy of the entire signed purchase agreement along with the submission of this form, including a detailed schedule of assets.

The completed *Bulk Sale Clearance Certificate Application Form* and copies of all supporting documentation relating to the sale of the business can be submitted to Finance by:

Email: sasktaxinfo@gov.sk.ca; or

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