

Sales & Use

One-day Workshop



Workshop

**Cut time, save money and avoid legal hassles
while keeping your bottom line accurate**

Spend just one day and you'll:

- Gain new insights into the most commonly misunderstood aspects of Canadian sales taxes
- Learn the PST, GST and HST requirements in your province and all other jurisdictions where you have tax liability
- Discover where to find the latest changes in sales tax laws governing your industry
- Be able to protect your company against audit surprises
- Explore ways to maximize sales tax recoveries and minimize sales tax costs
- Find out how to streamline record keeping without putting your company at risk
- And even more you'll put to use immediately on the job

 FRED PRYOR SEMINARS


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Get answers to the tax questions you encounter every day

Your Workbook Reference Guide

During the program, you will gain a wealth of important and timely



information to help you comply with sales tax laws. To simplify note taking and boost retention, every workshop attendee will receive a

personal workbook to keep as a quick, on-the-job reference guide.

Back at the office, it will be a handy resource you can go to whenever you need to refresh yourself on key sales tax concepts. The information in this workbook alone is worth the price of the workshop. It's that helpful.

Who should attend?

The information presented in this specialized program is most beneficial to professionals with the following job titles:

- Controller
- Accounts Payable Manager
- Purchasing Manager
- Accounts Receivable Manager
- Tax Manager

New vendor, new province

We just started using a vendor in a province where we've never done business. How do I handle the sales tax? What applicable laws must I be aware of? What are the vendor's responsibilities, and what are mine regarding sales tax requirements?

Nexus

Once every 6 months or so, we sell something in another province. Is this enough to give us nexus there?

Samples for sales reps

Each time a new product is introduced, we give our sales reps a sample from our inventory. Should this be taxed? If so, how do I proceed?

Sales for resale

We sell products that are resold to the public. Is the sales tax on these products different? Should tax be collected by our company and the company we sell the products to?

Computer software and hardware

We sell computer software and hardware. Is the sales tax on these handled the same way?

Information overload

We get a lot of notices from the provincial ministries that are hard to understand and seemingly contradictory. Who can we call for interpretation so we don't make mistakes?

Too few people — too much to do

Our staff is so small we don't have time to spend endless hours on sales tax, but we don't want to make mistakes. How can we streamline our record-keeping processes without putting our accuracy in jeopardy?

Repair and installation charges

A repairman charged us sales tax on his labour recently. Is this right or does sales tax apply strictly to physical materials?

Your questions

These are just a few of the many situations we will clarify for you at this workshop. Bring *your* sales tax questions and get answers on the spot.

If you're overpaying tax, you're wasting money. If you're underpaying, you're headed for trouble.

Attend this eye-opening, issue-clarifying workshop and gain in-depth help in these critical areas:

1. Understand the law and what it means for your company

One of the most demanding aspects of your job is keeping up with revisions in sales tax law. Get a thorough grounding in the basics, and find out how the experts think sales tax laws are changing for business today.

- The differences between PST, GST and HST
- When you are required to collect sales tax and what recoveries are available for taxes already paid
- What legally defines a transaction — you may be surprised at what the law says about areas you thought were not subject to tax
- Tax recoveries your company may be entitled to
- Sales tax implications of taking the role of “Importer of Record”
- Where your organization has nexus with taxing jurisdictions

2. Save money on interprovincial transactions

Sales tax rules are confusing and vary greatly from jurisdiction to jurisdiction. This workshop equips you with the information you need to avoid legal hot water and conserve funds in the complex area of interprovincial commerce.

- Are you doing business in multiple provinces or territories? Don't pay more tax than you need to
- Red Flag Alert: Out-of-province vendors may charge you tax you don't actually owe. We'll show you what to watch for
- Value-Added and Cascading Taxes — which provinces use them and how they may affect your business
- Shipping and Handling charges — taxable or not?

3. Explore specific taxation issues for your industry transactions

Construction contractors, manufacturing firms, computer and technology sellers, transportation companies — each industry faces unique sales tax issues. Get critical insights into your tax situation.

- When you must pay unrecoverable taxes on consumable items such as utilities and chemicals
- Why the way your packaging materials are used determines their taxability
- Special help in handling taxes on layaways, deposits, returns and installment sales
- What you should know about taxes on maintenance and other service contracts
- How to handle taxes on leased and rented equipment

4. Protect your organization from audit surprises

Sales taxes account for a large portion of Federal and provincial revenues collected each year. Understandably, they are zealous about protecting this rich source of revenue and, therefore, are quite willing to initiate audits. At this workshop, you'll learn practical strategies to ensure you're prepared if your company's sales tax reporting comes under scrutiny.

- How to be sure refund claims are filed correctly and to the right entity
- Where to look for exemptions and exceptions
- Methods and resources to help you confidently research tax issues that arise
- Why you should call the Canada Revenue Agency's 800-number, and what information you can rely on from this resource
- The record-keeping requirements you must meet — and how to streamline the process with best practices

48 points you'll cover at this workshop

comprehensive understanding of

Learning the basics

1. Cut through the confusion and discover the critical differences between PST, GST and HST
2. Gain insight into the Canadian tax laws governing the application of sales tax
3. Sales tax in Canada — Who pays? Who doesn't? We'll help set the record straight
4. From the Federal to the provincial level — which entities are authorized to collect sales tax?
5. 4 major types of supply: real property, tangible personal property, intangible property and services
6. When a supply is considered a service and when it is a lease according to PST standards
7. The truth about exemptions — find out why they may actually result in hidden taxations
8. What constitutes zero rating and why it's a taxable supply without the tax
9. What tax immunity means for your business: How to proceed when items are not tax-exempt but no tax is collectible
10. Have you paid too much sales tax? Tips for recovering paid taxes, qualifying for input tax credits or rebates and how to apply
11. To tax or not to tax: How to identify when tax is applicable to a transaction
12. The value on which tax applies
13. Where does sales tax apply “in Canada” and “in a province”

Getting into the system

14. Requirements and procedures to register for PST, GST or HST
15. What you need to know when registering for sales tax collection

16. Reporting options and requirements: alleviate frustration and get it right the first time
17. Use these elections to make life simple and perhaps even save tax costs
18. Self-assessing tax — imports into Canada or a province, deemed sales and change of use
19. British Columbia and Ontario HST transition

Facing the government — the dreaded audit

20. Keeping books and records — what's required, what's recommended and why
21. Have you collected and reported the right amount of tax? Here's how to know for sure
22. Paying the proper amount of tax on your consumption and recovering the maximum
23. Must-have documents to keep available in case of an audit — can you put your hands on them in a hurry?
24. The audit process: what to expect, how to prepare and record-keeping essentials “just in case”
25. The differences between an audit and an investigation — your risks and your rights
26. Describing your business to a tax auditor — avoid creating the wrong impression and you may avoid an incorrect assessment
27. Audit methods: sampling, estimates, extrapolation, assumptions, industry standards
28. How far does director's liability stretch?
29. Assessments — interest and penalties
30. Dealing with an unjust assessment — your rights regarding the objection and appeals process
31. Indemnities: do they protect you from the tax man or are they simply fuel for a civil suit in case of disputes?

Workshop to gain a PST, GST and HST

Sales & Use **TAX** Workshop

High interest areas

32. Preparing for sales taxes — an ounce of prevention is worth many pounds of pain — never assume or procrastinate
33. Don't pay more than you need to! Here's how to avoid double taxation for PST, GST/HST
34. Non-resident vendors: special rules and their impact on consumers (self-assessment may result)
35. Non-resident customers: when to collect tax and at what rate (documentation is the key to getting it accepted)
36. Importing goods into Canada — dealing with the Canada Border Services Agency: payment and recovery of sales tax
37. When a supply of real property is taxable and when it isn't
38. Residential complexes — the complicated world of taxes, rebates and change in use assessment
39. Partnerships and joint ventures — what you should know about these potential business minefields
40. Estates and GST/HST — handling the proverbial “death and taxes” together
41. Vendors of exempt supplies — how to minimize tax costs
42. Vendors of taxable and exempt supplies — proportioning ITCs
43. Allowances and reimbursements — tax recovery or tax expense?
44. “Large vendors” for HST — ITCs restrictions
45. Intercompany transactions — creating tax burden
46. Buying and selling over the Internet — how to avoid extra sales tax on these types of transactions
47. Public Sector Bodies — sales tax really matters to these customers — have you got it right?
48. Financial Institutions — If this describes your organization, discover how it can impact your sales tax costs and reporting requirements

Get sales tax answers to keep your company legal and *you* out of hot water!

If you have questions about sales tax laws, you're not alone. With four provinces still levying a general Provincial Sales Tax (PST), eight provinces and territories applying 5% Goods and Services Tax (GST) and the remaining five provinces now under Harmonized Sales Tax (HST) with three separate rates, it is difficult to be sure which tax should be charged or paid and at what rate. The transition to HST in British Columbia and Ontario has added a complexity never seen before. Canada is one of the very few countries in the world with a single stage tax (PST) and a value added tax (GST and HST), adding to the confusion.

In addition to your challenges, every level of the government is attempting to increase revenues. Clearly, your job has never been more difficult — or important — to your organization.

There's a lot on the line — and it's your responsibility.

Your company depends on you to know the law regarding sales tax and make sure it is in compliance. This one-day workshop will arm you with the knowledge you need to meet the expectations of management — and the government. With the information you learn, you could cut your organization's tax payments substantially and even receive refunds. Most importantly, however, you'll gain peace of mind from knowing you truly understand these complicated tax laws.

On-Site Training Solutions



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Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

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visit us online at
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Registration Information

Enroll Today! Hurry our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note:

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#age> requirements.
- Please, no audio or visual recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program

Tax-Exempt Organizations

If you are tax-exempt, please fax written documentation stating that you are tax-exempt certified to 1-866-750-5695 or mail with registration and payment to P.O. Box 25001, 395 Wellington Road South, London, ON N6C 6A8.

Continuing Education Credits

Fred Pryor Seminars offers Continuing Education Credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 25272, 395 Wellington Road South, London, ON N6C 6B1 or **fax** to 1-866-750-5695. We'll change our records for the very next update. Thanks!

Guaranteed Results!

All of our seminars are **100% Satisfaction Guaranteed!** We're confident this workshop will provide you with the information, tools and techniques you need to successfully understand and manage the complexities of Canadian sales tax. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your workshop attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

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Tele: _____ Fax: _____

Approving Mgr's Name Mr. _____
 Ms. _____

Job Title: _____

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4 QUICK CONFIRMATION

Please email or fax my confirmation to me within 48 hours.

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5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name

Mr.

Ms.

Job Title _____ Event # _____

Email Address _____

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#2 Attendee's Name

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Ms.

Job Title _____ Event # _____

Email Address _____

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Sales & Use TAX Workshop

One-day Workshop

Sales & Use TAX Workshop

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