



**Financial Services – Office of the Controller
Bulletin 4: Invoicing to External Customers
April 2010**

Beginning July 1st 2010 HST will need to be charged at 13%.

There will be a new way to charge the HST when creating invoices in the Billing module of UWO Financials.

We will be sending out specific instructions on how to do this in late May or early June.

For the **May 1st to June 30th** transition period **HST may need to be charged** on invoices for supplies or services that will be delivered after **July 1st**. To charge HST during this period add a separate line and call it HST. The account to credit is UW82 105400. **This is only a temporary way to charge the HST.** Please review the transition rules in the presentations regarding charging HST during the May 1st to June 30th period.

References:

Financial Services HST web site (includes presentations): <http://www.uwo.ca/finance/HST/>

Tax Table for Sales to External Customers:

[http://www.uwo.ca/finance/HST/PDF/Tax Table for Sales to External Parties.pdf](http://www.uwo.ca/finance/HST/PDF/Tax_Table_for_Sales_to_External_Parties.pdf)

After reviewing the web site; if you still have questions regarding charging HST send your question to hst@uwo.ca