

**South Western Alberta Teachers' Convention Association**

**Speaker Expense Information and Tax Form**

This form must be submitted in order to receive any payments from the South Western Alberta Teachers' Convention Association. Please mail this form with your contract (or scan and email) so that cheques can be prepared prior to the event and be ready for pick up at the event.

If a speaker fee is being claimed, the Speaker must provide either a SIN or an invoice with GST number. PLEASE NOTE: NO electronic record of your SIN or GST number will be kept by the convention board. This information is collected as required by the Canada Revenue Agency to report income.

Expense Claim	
Employing School Board:	
Speaker Fee:	
GST (if applicable)	
Travel & Subsistence	
Other:	
Total	

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code:    \_\_\_\_\_    \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

SIN: \_\_\_\_\_

GST \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: You pay Tax on honorarium portion only. This form will be sent to Barnett House for processing and MUST be completed legibly for a cheque to be issued.