



**Incorporated business providing services to McGill University
(where one of the incorporated business’s employees is a regular McGill employee).**

I, _____, as officer of _____
SIGNING OFFICER CORPORATE NAME

(Incorporated business) attest that the incorporated entity has been engaged by McGill University to perform _____ Services, as outlined in the terms if engagement.

NOTE: Please find attached a duly authorized copy of incorporation documents attesting that this incorporated entity is registered and in good standing.

SIGNING OFFICER DATE

Canada Revenue Agency Business Number (BN): _____

GST registration number: _____

QST registration number: _____

Please note that employees whom are invoicing their employer via an incorporated company for services rendered may risk a restriction on deductible expenses and be subject to penalties and interest if Canada Revenue Agency or Revenue Quebec deems the incorporated company to be a Personal Service Business. Please consult a tax professional for the related potential consequences.