



## Registering to Collect PST

### Provincial Sales Tax Act

Latest Revision: The revision bar ( | ) identifies changes to the previous version of this bulletin dated November 2013. For a summary of the changes, see Latest Revision at the end of this document.

This bulletin provides information to help businesses understand how to register and who is required to register with the Ministry of Finance (ministry) to collect and remit the PST.

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## Businesses Required to Register

### Businesses in BC

You are required to register with the ministry if you regularly do any of the following in the ordinary course of your business:

- Sell taxable goods in BC, for example:
  - alcoholic beverages / liquor
  - motor vehicles, automotive parts and supplies
  - boats
  - building materials
  - household or office furniture
  - general merchandise, such as flowers, clothing, cosmetics, appliances or souvenirs
- Lease taxable goods in BC (including entering into lease agreements in BC or delivering goods to a lessee in BC), for example:
  - motor vehicles
  - tools and equipment
  - aircraft
  - artwork

- Provide related services in BC (i.e. services to taxable goods or to install taxable goods), for example:
  - repair or maintenance of taxable goods, such as automobiles, knives, watches, TVs, stereos, office equipment or computers
  - application of protective treatments to taxable goods, such as fabric protection, rust proofing or painting
  - setting up, installing or dismantling taxable goods, such as temporary display counters, shelves or booths at trade fairs and conventions
  - restoring or assembling taxable goods, such as furniture
- Provide taxable accommodation in BC
- Provide legal services in BC
- Provide telecommunication services in BC (including internet access, non-basic cable, non-residential TV services, mobile phone services, satellite services, fax services, and digital and electronic media content, such as music and movies)
- Provide software in BC
- Act as a liquidator, receiver, receiver-manager or trustee and dispose of assets as part of your business
- Enter into contracts to improve real property where your customers pay PST (see Real Property Contractors below)
- Sell exclusive products as a direct seller to an independent sales contractor in BC for resale (see Direct Sellers and Independent Sales Contractors below)

If you meet these criteria, you are prohibited from making retail sales and leasing goods in BC unless you have a valid PST number.

**Please note:** You are not required to register if you qualify as a small seller or are an independent sales contractor only selling exclusive products of a direct seller (see Small Sellers, and Direct Sellers and Independent Sales Contractors below).

## Real Property Contractors

You are required to register if you are a contractor who:

- enters into contracts to supply and affix, or install, goods so they become part of real property (e.g. home renovations), **and**
- enters into an agreement with your customer that specifically states the customer pays the PST on the goods, and the agreement (which you must have written evidence of) sets out the purchase price of the goods.

If you meet these criteria, you must be registered as a PST collector before the goods are supplied under one of these contracts in BC.

For more information on the application of PST for real property contractors, see [Bulletin PST 501](#), *Real Property Contractors*.

## Direct Sellers and Independent Sales Contractors

You are a **direct seller** if you:

- do not regularly make taxable retail sales of exclusive products from established business premises (e.g. a retail store), and
- sell exclusive products to independent sales contractors (ISCs) in BC.

Exclusive products are those products you acquire, manufacture or produce and that are primarily offered to purchasers at a retail sale by your ISCs.

You are an **ISC** if you:

- purchase exclusive products from a direct seller or another ISC for the purpose of resale or for personal use,
- are not an agent or employee of the direct seller, and
- offer to sell the exclusive products at temporary business premises, your private residence, or other non-business premises.

Direct sellers must register to charge and collect PST on sales of taxable exclusive products.

Direct sellers located outside of BC but within Canada must be registered at the time they cause delivery of exclusive products in BC. Those sales may be to ISCs or directly to purchasers. Direct sellers who only sell exclusive products that are exempt from PST are not required to register.

ISCs are not required to register, but are required to pay PST on their purchases of exclusive products when purchasing the products for resale from a direct seller or another ISC.

For more information on the application of PST to direct sellers and ISCs, see [Bulletin PST 004](#), *Direct Sellers and Independent Sales Contractors*.

## Businesses Located in Canada but Outside of BC

You are required to register with the ministry if you are located outside of BC but within Canada and in the ordinary course of your business do **all** of the following:

- sell taxable goods to customers in BC,
- accept purchase orders (including by telephone, mail, email or Internet) for taxable goods from customers located in BC,
- deliver taxable goods to a location in BC, (this includes goods that you ship physically or electronically, even if you deliver the goods through a third party, such as a courier), and
- solicit persons in BC (through advertising or other means, including mail, email, fax, newspaper or the Internet) for orders to purchase taxable goods.

You are also required to register with the ministry if you are located outside of BC, but within Canada, and regularly do **all** of the following:

- sell taxable software or telecommunication services to customers in BC,
- accept purchase orders (including by telephone, mail, email or Internet) for taxable software or telecommunication services from customers located in BC, and
- solicit persons in BC (through advertising or other means, including mail, email, fax, newspaper or the Internet) for orders to purchase taxable software or telecommunication services.

**Please note:** If you have only a website that is accessible from anywhere in the world, which does not target BC, you are not soliciting sales in BC. However, if you have a website and also solicit sales in BC by other means, such as through targeted Internet advertisements, promotional flyers or newspaper advertisements, you are soliciting sales in BC.

If you meet these criteria, you must be registered before delivering goods into BC, providing software for use on or with an electronic device ordinarily situated in BC, or providing telecommunication services.

You are also required to register with the ministry if you are located outside of BC and you, as lessor, lease goods in BC, lease goods that are located in BC at the time of the lease, or lease goods that are transferred to the lessee in BC.

If you meet these criteria, you must be registered as a PST collector before leasing goods in these circumstances.

## **Businesses Not Required to Register**

You are not required to register with the ministry if you do not make taxable sales of goods or software, do not make taxable leases of goods, and do not provide taxable services (related services, telecommunication services, legal services and accommodation). The following examples are circumstances when you do not need to register:

- you only sell non-taxable or exempt goods or software, such as food for human consumption or provide non-taxable or exempt services, such as dry cleaning or transportation services
- you are a wholesaler and you do not make retail sales
- you are a small seller (see Small Sellers below)
- you are an independent sales contractor only selling exclusive products (see [Bulletin PST 004](#), *Direct Sellers and Independent Sales Contactors*).

If you are not registered and you collect PST, or an amount as if it were PST, on any sales or leases, you must remit that amount to the ministry. For example, if you charged and collected PST on an exempt or non-taxable item, or collected tax at an incorrect rate (e.g. 10% instead of 7%), you would still have to remit that amount. Depending on the circumstances, your customer may be entitled to a refund either directly from you or from the ministry.

If you are not required to register, you may still wish to register so you can self-assess any PST you are required to pay through the tax return process. For example, in certain circumstances, some businesses are required to self-assess PST on goods purchased for use in their business.

## **Small Sellers**

You are a small seller if you meet **all** of the following criteria:

- you are located in BC but do not maintain established commercial or business premises (e.g. you do not sell goods from a shop, including a home-based shop)
- you sell eligible goods, software or services
- you have \$10,000 or less in gross revenue from all retail sales of eligible goods, software and services for the previous 12 months, and your estimated gross revenue from all retail sales of eligible goods, software and services for the next 12 months is \$10,000 or less

- you do not sell:
  - vehicles, boats or aircraft in the ordinary course of your business
  - accommodation (or offer to sell accommodation) in the ordinary course of business
  - liquor (except under a special occasion licence or at an auction. For information on how PST applies in these situations, see [Bulletin PST 300](#), *Special Occasion Liquor Licences* and [Bulletin PST 304](#), *Thrift Stores, Service Clubs, Charitable Organizations and Societies*)
- you are not:
  - a lessor (see [Bulletin PST 315](#), *Rentals and Leases of Goods*)
  - an independent sales contractor (see [Bulletin PST 004](#), *Direct Sellers and Independent Sales Contractors*)
  - a contractor who enters into contracts to supply and affix, or install, goods so they become part of real property (see [Bulletin PST 501](#), *Real Property Contractors*)

As a small seller you are not required to be registered to collect and remit PST. Small sellers pay PST when purchasing products for resale and do not charge or collect PST on sales. However, you have the option to register with the ministry to collect PST. If you register with the ministry, you will no longer be considered a small seller and must charge and collect PST on your sales.

For more information, see [Bulletin PST 003](#), *Small Sellers*.

## Voluntary Registration

If you are not required to register as outlined in the sections above, you may **voluntarily** register to collect and remit PST in the following situations:

- You are carrying on business in BC or intend to carry on business in BC.
- You are located in Canada but outside of BC and you sell or provide (or intend to sell or provide) goods, software, legal services, related services or telecommunication services to a person in BC.
- You are located outside Canada and you sell or provide (or intend to sell or provide) software, legal services or telecommunication services to a person in BC, or you sell or provide (or intend to sell or provide) goods to customers in BC from a location within Canada (e.g. you fulfill orders using suppliers located within Canada).

Businesses that wish to voluntarily register to collect and remit PST may apply to register with the ministry using any of the options under Registration below.

**Please note:** If you are located outside Canada you may be required to enter into an agreement with the ministry prior to your registration being approved.

## Registration

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You can apply to register with the ministry using any of the following options:

- **Online:** register online using **eTaxBC** (see our webpage [Register to Collect PST](#) for more information)
- **In person:** at your local [Service BC Centre](#) or at 1802 Douglas Street in Victoria
- **By fax or mail:** complete a paper form and mail or fax it to the ministry

The *Application for Registration for Provincial Sales Tax* (**FIN 418**) is available from the ministry, any Service BC Centre and on our website.

If the ministry approves your application, you will be provided with a letter advising you of your PST number and your tax return filing schedule.

**Please note:** Registering to collect PST and having a registration number does not take the place of a business licence or any other required authorization. You apply for a business licence through your municipality or regional district, or the [OneStop Business Registry](#) in participating municipalities.

Once you are registered, you are required to notify the ministry if:

- you change your address, change the name or nature of your business, or stop operating your business, or
- you change the legal structure of your business (e.g. sole proprietor to corporation).

**Please note:** Your PST number is not transferable. Also, if you do not comply with the provisions of the *Provincial Sales Tax Act*, you may have your PST number suspended or cancelled.

### Obligations of Businesses Required to Register

All businesses that are required to be registered are considered to be collectors whether or not they are actually registered. All collectors have specific obligations to charge, collect and remit PST. For information on your obligations as a collector, see [Bulletin PST 002, Charging, Collecting and Remitting PST](#).



## Need more info?

Online: [gov.bc.ca/PST](http://gov.bc.ca/PST)

Toll free in Canada: 1 877 388-4440

Email: [CTBTaxQuestions@gov.bc.ca](mailto:CTBTaxQuestions@gov.bc.ca)

Access our forms, publications, legislation and regulations online at [gov.bc.ca/PST](http://gov.bc.ca/PST) (go to [Forms](#) or [Publications](#)).

Subscribe to our [What's New](#) page to receive email updates when new PST information is available.

The information in this bulletin is for your convenience and guidance and is not a replacement for the legislation.

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### Latest Revision

June 2014

- As a result of Budget 2014 changes to the legislation, effective March 24, 2014, additional businesses located outside of BC may voluntarily register to collect and remit PST.
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References: *Provincial Sales Tax Act*, sections 1 ““accommodation”, “collector”, “direct seller”, “electronic device”, “exclusive product”, “independent sales contractor”, “lease”, “legal services”, “lessor”, “related service”, “retail sale”, “small seller”, “software”, “telecommunication service”, “use”, 80, 89, 91, 98, 99, 105, 106, 119, 122, 126, 130, 168-182 and 183.